

**Chelan Douglas Regional Port Authority
Meeting Agenda
August 25th, 2020
9:00 am**

**In order to maximize social distancing related to COVID-19,
the meeting will be held remotely using Zoom Virtual Conference Room**

I. CALL TO ORDER

**Note: When the Chelan Douglas Regional Port Authority meeting is called to order, the Port of Chelan County and Port of Douglas County meetings are simultaneously called to order.*

II. INTRODUCTIONS

III. CONFLICT OF INTEREST

IV. CONSENT AGENDA

CDRPA: Approval of Chelan Douglas Regional Port Authority Minutes of August 11th, 2020 Meeting; August 11th, 2020 Tri Commission Meeting; August 12th, 2020 Supplemental Budget #1 Workshop; and July 2020 Commission Meeting Calendar; CDRPA Resolution No. 2020-15 Voiding Check No. #6115; and CDRPA Resolution No. 2020-16 Voiding Check No. #6326, #6336, and #6355

V. ACTION ITEMS

- 1. Port of Douglas County** – PODC Resolution No. 2020-05 Approving the Defeasance and Redemption of Certain Outstanding Bonds of the Port
- 2. CDRPA 2020 Supplemental Budget #1 Public Hearing**
Open Public Hearing
Receive Public Comment
Close Public Hearing
- 3. CDRPA Resolution No. 2020-14** - Approving 2020 Supplemental Budget #1

VI. PRESENTATION

- **Cashmere Mill District** – Brender Creek Update – Adam Neff, RH2

VII. INFORMATIONAL ITEMS

- LOJO Property – Due Diligence
- Cashmere Mill District – Tenant Marketing Update
- Actapio Update
- Review Enduris Insurance Renewal
- COVID-19 Proposed Commercial Service Airport Requirements
- Temperature Kiosks
- Approach Lighting System
- Airport Land Lease – Business Lead

VIII. CDRPA – ECONOMIC DEVELOPMENT INITIATIVES RELATED TO COVID-19

- Update on Grants Programs and Processing

IX. CDRPA – COVID-19 OTHER

- FAA CARES Act Grant
- Tenant Rent Relief Request Updates

X. MISCELLANEOUS STAFF REPORTS

XI. PUBLIC COMMENT

XII. REVIEW CALENDAR OF EVENTS

XIII. ITEMS FROM BOARD OF DIRECTORS

XIV. EXECUTIVE SESSION: An Executive Session may be called during the meeting. The purpose must be announced and is limited by RCW 42.30.110. Examples include: (1) to discuss with legal counsel litigation, potential litigation and/or legal risks (RCW 42.30.110(1)(i)); (2) to consider the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price (RCW 42.30.110(1)(b)); and (3) 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)(RCW 42.30.110(1)(c)); and (4) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee(RCW 42.30.110(1)(g))

XV. ADJOURN

**REMINDER NEXT CDRPA BOARD MEETING WILL BE HELD
WEDNESDAY, SEPTEMBER 9TH, 2020 AT 1:00 PM.**

PLEASE NOTE: The agenda is tentative only. The Board of Directors may add, delete, or postpone items and may take action on any item not on the agenda (This does not apply during a "special" meeting). The Directors may also move agenda items during the meeting. If you wish to address the Regional Port Authority on a non-agenda or an agenda item, please raise your hand to be recognized by the President. When you have been recognized, give your name and address before your comments. The Board of Directors are committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principal.

The Port Authority office is ADA compliant. Please contact the Administrative Office at 509-884-4700 at least three (3) days in advance if you need any language, hearing or physical accommodation.



**Chelan Douglas Regional Port Authority
Board of Directors
SUGGESTED MOTIONS
August 25th, 2020**

IV. CONSENT AGENDAS

CDRPA CONSENT AGENDA

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of August 11th, 2020 Meeting; August 11th, 2020 Tri Commission Meeting; August 12th, 2020 Supplemental Budget #1 Workshop; July 2020 Commission Meeting Calendar; CDRPA Resolution No. 2020-15 Voiding Check No. #6115; and CDRPA Resolution No. 2020-16 Voiding Check No. #6326, #6336, and #6355, as presented.

V. ACTION ITEMS

(1) PORT OF DOUGLAS COUNTY:

PODC Resolution No. 2020-05 Approving the Defeasance and Redemption of Certain Outstanding Bonds of the Port of Douglas County

To adopt PODC Resolution No. 2020-05 approving the defeasance and redemption of certain outstanding bonds of the Port of Douglas County.

(2) Is the Supplemental Budget Hearing; action item below in (3)

(3) REGIONAL PORT AUTHORITY:

CDRPA Resolution No. 2020-14 Adopting CDRPA 2020 Supplemental Budget #1

To adopt CDRPA Resolution No. 2020-14 approving the CDRPA 2020 Supplemental Budget #1.

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) decommission; 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.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

JC Baldwin, Director

Jim Huffman, Director

Excused Absence

Donn Etherington, Director

Mark Spurgeon, Director

Rory Turner, Director

W. Alan Loeb sack, Director

**Tri-Commission Meeting
Special Meeting Minutes
Zoom Virtual Conference
August 11th, 2020 1:00 pm**

Present:

Chelan Douglas Regional Port Authority JC Baldwin, Commissioner Rory Turner, Commissioner Jim Huffman, Commissioner Mark Spurgeon, Commissioner Jim Kuntz, CEO Monica Lough, Director of Finance & Admin. Cami Harris, Executive Assistant	Chelan County PUD Randy Smith, Commissioner Garry Arsenault, Commissioner Dennis Bolz, Commissioner Ann Congdon, Commissioner Steve McKenna, Commissioner Steve Wright, General Manager Justin Erickson, Managing Director Dist. Svcs. Rebekah Garfein, Clerk of the Board Neil Neroutsos, Communications Manager Jim White, Senior Energy Conservation Engineer Rachel Hansen, Senior Communications Specialist Bob Shane, Interim Managing Director Fiber
Chelan County Kevin Overbay, Commissioner Doug England, Commissioner Bob Bugert, Commissioner Blake Baldwin, Economic Dev. Director	
Mayors Bob Goedde, City of Chelan Frank Kuntz, City of Wenatchee Jim Fletcher, City of Cashmere	Carl Florea, City of Leavenworth
Others Linda Haglund, Wenatchee Downtown Assoc. Wade Farris, City of Chelan	Shiloh Burgess, Wenatchee Valley Chamber Laura Merrill, City of Wenatchee

The Tri Commission Meeting and respective Special Commission Meetings were called to order and/or reconvened at 1:00 pm. The Pledge of Allegiance was conducted and roll call was taken. Justin Erickson, Chelan County PUD, facilitated the meeting.

TRI-COMMISSION UPDATES:

- **Chelan County Commission/Chelan Douglas Regional Port Authority**
 - Blake Baldwin, Jim Kuntz, and Monica Lough provided updates on grants related to COVID-19 for small businesses in Chelan and Douglas Counties.
- **Chelan County Commission**
 - Commissioner Overbay provided an update on COVID-19 cases and testing in Chelan County.
- **Chelan Douglas Regional Port Authority**
 - Jim Kuntz provided an update on the Lineage properties and the proposed Approach Lighting System at Pangborn.
- **Chelan County PUD**
 - Steve Wright provided an update on the PUD's confirmed cases of COVID-19 and impacts on PUD business.
 - Jim White provided an update on load growth issues at Stehekin.
 - Bob Shane provided a fiber update for Chelan County.

CHELAN COUNTY MAYORS UPDATE:

- **City of Wenatchee**
 - Mayor Kuntz provided an update on the City of Wenatchee's 2020 budget in light of COVID-19; City of Wenatchee CARES Act Grant update; and an update on Confluence Parkway.

- **City of Chelan**
 - Mayor Goedde provided an update on COVID-19 impacts on the City of Chelan including overcrowding in the City parks, and the retail and restaurant business downturn.
- **City of Leavenworth**
 - Mayor Florea reported on the effect of COVID-19 on tourism in Leavenworth and its impacts on the budget.
- **City of Cashmere**
 - Mayor Fletcher reported the City of Cashmere continues to look to the future and being more “active vs. reactive” in conducting business; and provided an update on the Sunset Highway Expansion Project.

OPPORTUNITY FOR PUBLIC COMMENT: No comments were made.

COMMISSIONER COMMENTS:

- Commissioner England thanked all three Commissions on their work and cooperation during the COVID-19 pandemic.
- Commissioner Baldwin asked for an update on the Goodwin Bridge Project; Commissioner Bugert provided an update.
- Commissioner Huffman thanked the Chelan County PUD for providing WIFI hotspots especially during COVID-19 for students who are attending classes remotely.

The Tri Commission Meeting and respective Special Commission Meetings were closed at 2:25 pm.

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

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

JC Baldwin, Director

Jim Huffman, Director

Rory Turner, Director

Mark Spurgeon, Director

Excused Absence
Donn Etherington, Director

Excused Absence
W. Alan Loeb sack, Director

**Board of Directors
Chelan Douglas Regional Port Authority
Supplemental Budget #1 Workshop
Meeting Minutes
Zoom Meeting
August 12th, 2020
2:00 pm**

Present:

Directors

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

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

Staff

*Jim Kuntz, Chief Executive Officer
*Monica Lough, Director of Finance & Admin.
Trent Moyers, Director of Airports (via Zoom)
Stacie de Mestre, Capital Projects Mgr. (via Zoom)
Ron Criddlebaugh, Director of Economic Dev. (via Zoom)

Sarah Deenik, Communications Specialist (via Zoom)
Tricia Degnan, CTC Manager (via Zoom)
Bealinda Tidd, Acct. Specialist (via Zoom)

*In person, others via Zoom

The Chelan Douglas Regional Port Authority (CDRPA) Supplemental Budget #1 Workshop was called to order at 2:00 pm. 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.

Kuntz and Lough reviewed the Chelan Douglas Regional Port Authority Draft 2020 Supplemental Budget #1. Directors provided feedback and discussion ensued.

The Workshop was closed at 3:30 pm with no action taken.

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

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

JC Baldwin, Director

Jim Huffman, Director

Excused Absence

Donn Etherington, Director

Mark Spurgeon, Director

Rory Turner, Director

W. Alan Loeb sack, Director

July 2020

Date	Meeting	Location	JCB	RT	DE	JH	MS	AL
7/1	Lojo Property Tour	Lojo Property Malaga			X			X
7/1	District 1 Meeting	Zoom			*X			
7/2	CARES Committee	CDRPA Office				X	X	
7/6	Meeting with Mayor Florea/J. Kuntz	Leavenworth City Hall	X					
7/6	Meeting with T. Campbell/J. Kuntz	Goose Ridge/Leavenworth	*X					
7/7	Wash State Transportation Committee Meeting	Zoom	X					
7/8	NCWEDD Board Meeting	Zoom				X		
7/9	Pick up Binder/Docs	CDRPA Office					X	
7/9	CARES Committee	CDRPA Office	X			X		
7/10	Meeting with Commissioner Turner & Spurgeon	Seattle Yoga		X			X	
7/10	Tri Commission Meeting/Breakfast	Crystal/Leavenworth	X					
7/10	Pick up Binder/Sign docs	CDRPA Office	*X					
7/13	Meeting with J. Kuntz re: Meeting Agenda	CDRPA Office		X				
7/14	CDRPA Commission Meeting	Zoom/CTC	X	X	X	X	X	X
7/15	District 1 Meeting	Zoom			X			
7/15	Drop off Binder/Docs	CDRPA Office	X					
7/15	GWATA Board Meeting	Zoom	*X					
7/16	Chelan County CARES Committee	CDRPA Office	X			X	X	
7/18	Meeting with Former Mayor Cooney re: various issues	City of Chelan		X				
7/21	Wentatchee Chamber Meeting	Zoom					X	
7/23	NCWEDD Ex. Committee Meeting	Zoom				X		
7/24	Pick up Binder/Docs	CDRPA Office	X				X	
7/24	Tri Commission Agenda	SKYPE	*X					
7/27	Meeting with J. Kuntz re: Meeting Agenda	CDRPA Office		X				
7/28	CDRPA Commission Meeting	Zoom/CTC	X	X	X	X	X	X
7/28	Drop off Binder	CDRPA Office	*X					
7/29	District 1 Meeting	Zoom			X			
7/29	Drop off Binder	CDRPA Office					X	
7/31	GWATA/CDRPA/MSFT Project Update	Mercantile	X					
*	denotes multiple meetings are same day							

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2020-15
RESOLUTION TO VOID CHECK NO. 6115**

Whereas Check No. 6115 in the amount of \$3,105.74 payable to Waste Management on Register Page No. 2020-26 was created and signed on July 15, 2020.

Whereas check was not received by payee and has not cleared the Chelan Douglas Regional Port Authority main checking account, and considered to be lost in the mail at this time. Check #6429 is being issued as a replacement.

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. 6115 be declared VOID.

Dated this 25th day of August, 2020.

Chelan Douglas Regional Port Authority

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director

Rory Turner, Director

W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2020-16
RESOLUTION TO VOID CHECK NO. 6326, CHECK NO. 6336, CHECK NO. 6355**

Whereas Check No. 6326, 6336 and 6355 in the amount of \$10,000.00, \$925.68 and \$5,000.00, payable to Dad's Country Store, Jaeda Vaughn and Skya Beauty & Supply, respectively, on Register Page No. 2020-32 was created and signed on July 31, 2020.

Whereas checks were not received by payees and have not cleared the Chelan Douglas Regional Port Authority main checking account, and considered to be lost in the mail at this time. Check #6542, #6543 and #6544 are being issued as a replacements, respectively.

Now, therefore be in resolved by the Board of Directors of the Chelan Douglas Regional Port Authority, a municipal corporation of the State of Washington, that Check No.'s 6326, 6336 and 6355 be declared VOID.

Dated this 25th day of August, 2020.

Chelan Douglas Regional Port Authority

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director

Rory Turner, Director

W. Alan Loeb sack, Director

**PORT OF DOUGLAS COUNTY, WASHINGTON
RESOLUTION NO. 2020-05**

**A RESOLUTION OF THE PORT COMMISSION OF THE PORT
OF DOUGLAS COUNTY, WASHINGTON, APPROVING THE
DEFEASANCE AND REDEMPTION OF CERTAIN
OUTSTANDING BONDS OF THE PORT AND AUTHORIZING
THE DIRECTOR OF FINANCE AND ADMINISTRATION OF
THE PORT TO ARRANGE FOR THE REDEMPTION AND
DEFEASANCE OF SUCH BONDS.**

Whereas the Port of Douglas County, Washington (the "Port"), by Resolution No. 2011-13 (the "2011 Resolution"), authorized the issuance of its Limited Tax General Obligation and Refunding Bonds, 2011, dated November 1, 2011, in the original principal amount of \$1,345,000, currently outstanding in the amount of \$1,075,000, with a final maturity on December 1, 2031 (the "2011 Bonds"); and

Whereas the 2011 Bonds maturing on and after December 1, 2022 may be defeased and are callable for redemption any time on or after December 1, 2021, in whole or in part, at a price of par plus accrued interest to the date of redemption; and

Whereas the Port, by Resolution No. 2013-03 (the "2013 Resolution"), authorized the issuance of its Lease Revenue Refunding Bonds (USFS), 2013 (Taxable), dated April 18, 2013, in the original principal amount of \$985,000, currently outstanding in the amount of \$315,000, with a final maturity on July 1, 2023 (the "2013 Bonds"); and

Whereas the 2013 Bonds are callable for redemption any time on or after July 1, 2018, in whole or in part, at a price of par plus accrued interest to the date of redemption; and

Whereas the Port, by Resolution No. 2016-05 (the "2016 Resolution"), authorized the issuance of its Limited Tax General Obligation Bonds, 2016 (Taxable), dated April 29, 2016, in the original principal amount of \$4,000,000, currently outstanding in the amount of \$3,435,000, with a final maturity on December 1, 2035 (the "2016 Bonds"); and

Whereas the 2016 Bonds maturing on and after December 1, 2026 may be defeased and are callable for redemption any time on or after June 1, 2026, in whole or in part, at a price of par plus accrued interest to the date of redemption; and

Whereas the Port expects to have funds available from the federal government in an amount sufficient to call and redeem the outstanding 2013 Bonds and establish an escrow account for all of the outstanding 2011 Bonds and 2016 Bonds (the "Defeased Bonds"); and

Whereas the Port Commission intends to authorize the Director of Finance and Administration of the Port (the "Director of Finance and Administration") to accomplish the redemption and defeasance including the authority to enter into any agreements or complete such forms and notices required by U.S. Bank National Association, as registrar for the 2011 Bonds, 2013 Bonds and 2016 Bonds (the "Registrar");

Now Therefore, Be It Resolved by the Port Commission of the Port of Douglas County, Washington, as follows:

Section 1. Redemption of 2013 Bonds; Defeasance of the Defeased Bonds; General Authorization to the Director of Finance and Administration. The Port expects to receive sufficient funds from the federal government to call and redeem the 2013 Bonds and defease the Defeased Bonds.

Subject to approval from the Federal Aviation Administration, the Port Commission hereby authorizes and directs the Director of Finance and Administration to arrange for the redemption of the 2013 Bonds in accordance with the 2013 Resolution and the defeasance of the Defeased Bonds in accordance with the provisions of the 2011 Resolution and 2016 Resolution providing for the defeasance of the Defeased Bonds and to provide notices of such redemption and defeasance to the Registrar. The Director of Finance and Administration is authorized to select an escrow agent and enter into any agreements with an escrow agent to establish the defeasance escrow, payment of costs relating thereto, and further provide for the submission of information in regard to the redemption of the 2013 Bonds and defeasance of the Defeased Bonds as requested by the Registrar.

The Registrar is hereby authorized and directed to provide for the timely giving of notices of defeasance and redemption of the Defeased Bonds in accordance with the applicable provisions of the 2011 Resolution and 2016 Resolution. The Director of Finance and Administration is authorized and requested to provide whatever assistance is necessary to accomplish such defeasance and the giving of notice therefor. The costs of publication of such notice shall be an expense of the Port.

The Port will take such actions as are found necessary to see that all necessary and proper fees, compensation and expenses of the Registrar for the 2011 Bonds, 2013 Bonds and 2016 Bonds shall be paid when due.

Section 2. Effective Date. This resolution shall become effective immediately upon its adoption.

ADOPTED AND APPROVED at a regular meeting of the Commission of the Port of Douglas County, Washington held this 25th day of August, 2020.

PORT OF DOUGLAS COUNTY, WASHINGTON

By: _____
W. Alan Loeb sack, President and Commissioner

By: _____
Mark Spurgeon, Vice President and Commissioner

By: _____
Jim Huffman, Secretary and Commissioner

CERTIFICATE

I, the undersigned, Secretary of the Port Commission of the Port of Douglas County, Washington (the "Port") and keeper of the records of the Port Commission (the "Commission"), DO HEREBY CERTIFY:

1. That the attached resolution is a true and correct copy of Resolution No. 2020-05 of the Port Commission (the "Resolution"), duly adopted at a regular meeting thereof held on the 25th day of August, 2020.

2. That said meeting was duly convened and held in all respects in accordance with law, due and proper notice of such meeting was given, that a legal quorum was present throughout the meeting and a legally sufficient number of members of the Commission voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 25th day of August, 2020.

Jim Huffman, Secretary, Port Commission

**Chelan Douglas Regional Port Authority
2020 Supplemental Budget**

	<u>Approved Budget</u>	<u>Proposed Supplemental Budget #1</u>
OPERATING REVENUES		
BUSINESS PARKS		
<u>CASHMERE MILL DISTRICT</u>		
Building A - Blue Spirits	\$ 76,234	\$ 105,156
Building B - Hurst International	65,970	64,340
Utility & Operating Reimbursements	-	42,400
Misc. Income	-	-
TOTAL CASHMERE MILL DISTRICT	\$ 142,204	\$ 211,896
<u>CONFLUENCE TECHNOLOGY CENTER</u>		
Office Space Leases	\$ 1,225,638	\$ 1,225,638
Video Conference/Meeting Room Rentals	210,000	45,000
Utility & Operating Reimbursements	280,120	280,120
Misc. Income	-	-
TOTAL CONFLUENCE TECHNOLOGY CENTER	\$ 1,715,758	\$ 1,550,758
<u>COLUMBIA STREET PROPERTIES</u>		
Misc. Rents	\$ 9,900	\$ 43,744
Utility & Operating Reimbursements	-	10,000
S.P.O.R.T. Property Sale	-	2,000,000
TOTAL COLUMBIA STREET PROPERTIES	\$ 9,900	\$ 2,053,744
<u>OLDS STATION BUSINESS PARK</u>		
IB 2 - HOM Solutions	\$ 40,491	\$ 40,704
IB 3 - Confluence Health & POCC Office	63,646	73,996
IB 4 - Pregis Corporation	198,539	198,540
IB 5 - Chelan County PUD & Ultra Polymers	202,800	296,876
IB 6 - ABC Early Learning	13,255	13,308
IB 7 & 8 - Pacific Aerospace & Electronics	695,083	698,772
IB 9 - Sinclair Systems	126,390	127,154
Fire Protection Assessment	5,935	5,278
Utility & Operating Reimbursements	145,000	107,140
Misc. Income	-	2,750
TOTAL OLDS STATION BUSINESS PARK	\$ 1,491,139	\$ 1,564,518

**Chelan Douglas Regional Port Authority
2020 Supplemental Budget**

	<u>Approved Budget</u>	<u>Proposed Supplemental Budget #1</u>
<u>PANGBORN AIRPORT</u>		
Landing Fees	\$ 85,313	\$ 44,000
Parking Income (2018 Gross receipts \$461,599)	384,646	107,500
Aircraft Parking	5,000	1,000
Rental Income - Aviation Land	58,535	95,530
Rental Income - NonAviation Land	97,351	57,785
Rental Income - Terminal Building	181,711	98,000
Rental Income - NonAviation Buildings	-	113,520
Rental Income - Hangars	239,646	135,385
Fuel Flowage Fees	20,000	11,200
FBO Income (After hours, Horizon into Tank)	78,520	32,000
FBO Fuel Income	1,113,330	720,000
FBO Misc. Income	3,015	7,500
Misc. Fees and Permits	31,555	14,105
TOTAL PANGBORN AIRPORT	\$ 2,298,622	\$ 1,437,525
<u>PANGBORN AIRPORT BUSINESS PARK</u>		
<u>Land Leases</u>		
Lot 4 - Coca-Cola	\$ 85,778	\$ 85,778
Lot 17 - Salcido	51,042	51,042
<u>Building Leases</u>		
3306 - Multi - Tenant	97,614	97,614
3310 - Accor Building	344,316	344,742
CWICC	191,602	191,602
Utility & Operating Reimbursements	86,200	54,000
Contribution in Aid of Construction	128,854	128,854
Misc. Income	1,101	4,500
TOTAL PANGBORN AIRPORT BUSINESS PARK	\$ 986,507	\$ 958,132
<u>REGIONAL PORT OFFICE/AVIATION CENTER</u>		
Rental Income - Offices	\$ 12,000	\$ 12,000
Rental Income - Aviation/Hangar Uses	168,600	151,900
Misc. Income	-	-
TOTAL RPA OFFICE/AVIATION CENTER	\$ 180,600	\$ 163,900
<u>LAKE CHELAN AIRPORT</u>		
Rental Income - Kelly Property	\$ 9,000	\$ 4,900
TOTAL LAKE CHELAN AIRPORT	\$ 9,000	\$ 4,900

**Chelan Douglas Regional Port Authority
2020 Supplemental Budget**

	<u>Approved Budget</u>	<u>Proposed Supplemental Budget #1</u>
<u>MANSFIELD AIRPORT</u>		
Lease Income	\$ -	\$ -
TOTAL MANSFIELD AIRPORT	\$ -	\$ -
<u>WATERVILLE AIRPORT</u>		
Lease Income	\$ 3,678	\$ 2,924
TOTAL WATERVILLE AIRPORT	\$ 3,678	\$ 2,924
<u>ORONDO RIVER PARK</u>		
Chelan County PUD	\$ 25,000	\$ 30,000
Misc. Income	-	-
TOTAL ORONDO RIVER PARK	\$ 25,000	\$ 30,000
<u>PYBUS INCUBATOR</u>		
Office Space Lease	\$ 11,375	\$ 39,000
Misc. Income	-	240
TOTAL PYBUS INCUBATOR	\$ 11,375	\$ 39,240
TOTAL BUSINESS PARK REVENUE	\$ 6,873,783	\$ 8,017,537
<u>TAX RECEIPTS</u>		
Current Levy	\$ 4,127,912	\$ 4,127,912
1% at Prior Year Tax	41,249	41,249
New Construction	83,599	83,599
Tax Refunded (receipts)	14,028	14,028
TOTAL TAX RECEIPTS	\$ 4,266,788	\$ 4,266,788

**Chelan Douglas Regional Port Authority
2020 Supplemental Budget**

	Approved Budget	Proposed Supplemental Budget #1
NON-OPERATING REVENUES		
ADO Contracts - Dept. of Commerce	\$ 109,286	\$ 109,286
FAA AIP Grant Proceeds (EA & Term Bldg Cap Impr)	2,014,342	747,788
FAA AIP Grant Proceeds (Land Acquisition)	-	2,368,038
FAA AIP CARES Act Grant (\$18,120,860)	-	14,706,000
PFC Capital Funds (Receipts + Reserves)	527,935	468,838
TSA Operating Grant	14,550	14,550
USFS Helipad Reimbursement	-	280,082
Douglas County Payment - PWTF	80,000	80,000
Douglas County - Wenatchi Landing Overlay	-	6,022
WSDOT Aviation - Pangborn	108,076	34,295
WSDOT Aviation - Mansfield	112,500	0
WSDOT Aviation - Waterville	135,000	184,738
CERB Grant - Giga Watt Adaptive ReUse Study	-	50,000
Dept of Commerce - COVID 19 Administrative Grant	-	100,000
Chelan County .09 Grant - Partnership Projects	-	60,000
Other Tax Income (LHT & Timber Dist.)	12,385	14,500
EPA Brownsfield Grant (\$600,000)	-	0
Interest Income	185,000	105,000
Other Income	5,000	42,500
Sale of Fixed Assets	-	21,600
TOTAL NON-OPERATING REVENUES	\$ 3,304,074	\$ 19,393,237
NON-OPERATING REVENUES - COVID 19		
Dept of Commerce - Working WA Chelan Cty	\$ -	\$ 183,259
Dept of Commerce - Working WA Douglas Cty	-	154,547
Dept of Commerce - Add'l Allocation - Chelan County	-	458,361
Dept of Commerce - Add'l Allocation - Douglas County	-	386,567
Chelan County CARES Act	-	1,000,000
Douglas County CARES Act	-	1,000,000
City of Cashmere CARES Act	-	93,000
City of Entiat CARES Act	-	35,000
City of East Wenatchee CARES Act	-	160,000
Chelan/Douglas Counties CDBG Grant	-	71,990
City of Wenatchee CDBG Grant	-	65,000
City of East Wenatchee CDBG Grant	-	133,927
Other COVID-19 Grants	-	-
TOTAL NON-OPERATING REVENUES - COVID 19	\$ -	\$ 3,741,651
TOTAL REVENUES	\$ 14,444,645	\$ 35,419,213

**Chelan Douglas Regional Port Authority
2020 Supplemental Budget**

	<u>Approved Budget</u>	<u>Proposed Supplemental Budget #1</u>
BUSINESS PARK EXPENSES		
<u>CASHMERE MILL DISTRICT</u>		
Debt Service - Buildings A & B	\$ 219,134	\$ 219,134
CERB Loan	75,781	75,781
Property Insurance	20,615	15,592
Building Maintenance	2,500	2,500
Property Maintenance	25,000	20,000
Utilities	10,000	32,500
Misc. Expenses	2,500	7,500
TOTAL CASHMERE MILL DISTRICT	\$ 355,530	\$ 373,007
<u>CONFLUENCE TECHNOLOGY CENTER</u>		
Salaries	\$ 128,835	\$ 136,485
Employee Benefits	28,755	35,080
Payroll Taxes	11,570	12,175
Contract Labor	17,500	4,000
Building Operational Expenses	421,574	411,000
Video Conference Center/Meeting Room Expenses	214,165	81,165
Debt Service	48,529	48,529
Misc. Expenses	5,000	5,000
TOTAL CONFLUENCE TECHNOLOGY CENTER	\$ 875,928	\$ 733,434
<u>OLDS STATION BUSINESS PARK</u>		
Salaries (Maintenance)	\$ 57,485	\$ 59,100
Employee Benefits	21,500	21,600
Payroll Taxes	7,790	7,865
Building Maintenance & Repairs	32,500	25,250
Property & Grounds	7,500	15,000
Small Equipment	5,000	5,000
Utilities	53,550	53,550
Fire Protection in lieu of taxes	8,706	9,634
Property Insurance	71,838	50,894
Misc. Expenses	5,000	5,000
TOTAL OLDS STATION BUSINESS PARK	\$ 270,869	\$ 252,893

**Chelan Douglas Regional Port Authority
2020 Supplemental Budget**

	Approved Budget	Proposed Supplemental Budget #1
<u>COLUMBIA STREET PROPERTIES</u>		
Building Operational Expenses	\$ 25,000	\$ 34,000
Property Insurance	25,000	42,959
Misc. Expenses	50,000	50,000
TOTAL COLUMBIA STREET PROPERTIES	\$ 100,000	\$ 126,959
<u>PESHASTIN PROPERTY</u>		
Property Maintenance	\$ 3,250	\$ 3,250
TOTAL PESHASTIN PROPERTY	\$ 3,250	\$ 3,250
<u>PANGBORN AIRPORT</u>		
Salaries	\$ 714,815	\$ 706,500
Salaries - Overtime	44,830	44,830
Employee Benefits	247,030	232,950
Payroll Taxes	107,455	100,975
Engineering/Professional Fees	100,000	100,000
Non-Aviation Maintenance	6,325	6,325
Aviation Maintenance	28,975	28,975
Terminal Maintenance	30,000	30,000
Airfield Maintenance	28,800	59,825
Vehicle & Equipment Maintenance	38,000	38,000
Utilities	148,981	148,981
Property Insurance	116,777	97,805
FBO Expenses	38,478	25,000
Fuel (Resale)	750,300	540,000
Fuel (M&O)	45,000	30,000
Regulatory Compliance	53,200	53,200
Winter Operations	36,000	36,000
Memberships & Subs	7,494	7,494
Marketing	14,625	5,000
Conferences, Training & Meetings	37,500	10,000
Information Technology	42,002	42,002
Credit Card Fees	11,620	17,820
Debt Service (Runway Extension)	229,975	114,988
Debt Service Payoff (Runway Extension)	-	2,472,830
ULID - Douglas County Treasurer (Final)	10,368	10,368
COVID-19 Compliance	-	75,000
Misc. Expenses	15,000	7,500
TOTAL PANGBORN AIRPORT	\$ 2,903,550	\$ 5,042,368

**Chelan Douglas Regional Port Authority
2020 Supplemental Budget**

	<u>Approved Budget</u>	<u>Proposed Supplemental Budget #1</u>
<u>PANGBORN AIRPORT BUSINESS PARK</u>		
Maintenance	\$ 83,600	\$ 98,500
Supplies	2,500	2,500
Equipment	1,500	1,500
Repairs (Unanticipated)	12,000	-
Utilities	80,000	65,000
Storm Water	5,200	3,668
Property Insurance	35,000	30,921
CIAC Payments to PUD	92,038	92,038
Debt Service (Princ, Int, Fees)	658,100	393,460
Debt Service Payoff	-	6,012,995
Misc. Expenses	-	-
TOTAL PANGBORN AIRPORT BUSINESS PARK	\$ 969,938	\$ 6,700,582
<u>REGIONAL PORT OFFICE/AVIATION CENTER</u>		
Building Maintenance & Repairs	\$ 10,000	\$ 25,000
Mobile Equipment Maintenance & Repairs	5,000	5,000
Utilities	34,100	50,000
Insurance	22,500	26,199
Landscape Maintenance	15,000	15,000
Debt Service	90,000	203,211
Debt Service Payoff	-	2,843,568
Misc. Expenses	10,000	10,000
Total RPA OFFICE/AVIATION CENTER	\$ 186,600	\$ 3,177,978
<u>LAKE CHELAN AIRPORT</u>		
Maintenance & Operations Subsidy (City of Chelan)	\$ 45,015	\$ 45,015
Misc. Expenses (City of Chelan)	5,000	5,000
Maintenance (Kelly Property)	6,000	6,000
Misc. Expenses (Kelly Property)	1,500	1,500
TOTAL LAKE CHELAN AIRPORT	\$ 57,515	\$ 57,515

**Chelan Douglas Regional Port Authority
2020 Supplemental Budget**

	Approved Budget	Proposed Supplemental Budget #1
<u>MANSFIELD AIRPORT</u>		
Maintenance	\$ 5,195	\$ 5,195
Supplies	505	505
Repairs	505	505
Utilities	707	707
Property Insurance	4,051	4,051
Misc. Expenses	5,000	5,000
TOTAL MANSFIELD AIRPORT	\$ 15,963	\$ 15,963
<u>WATERVILLE AIRPORT</u>		
Outside Maintenance	\$ 7,210	\$ 7,210
Supplies	505	505
Repairs	505	505
Utilities	707	707
Property Insurance	4,051	4,051
Misc. Expenses	5,000	5,000
TOTAL WATERVILLE AIRPORT	\$ 17,978	\$ 17,978
<u>ORONDO RIVER PARK</u>		
Outside Services		
Engineering	\$ 4,000	\$ 4,000
Maintenance	29,000	29,000
Other	17,000	5,000
Supplies	5,000	5,000
Equipment	2,000	2,000
Repairs	5,500	2,500
Utilities	2,000	2,000
Property Insurance	1,395	1,332
Misc. Expenses	5,000	5,000
TOTAL ORONDO RIVER PARK	\$ 70,895	\$ 55,832

**Chelan Douglas Regional Port Authority
2020 Supplemental Budget**

	Approved Budget	Proposed Supplemental Budget #1
<u>PYBUS INCUBATOR</u>		
Misc. Expenses	\$ 6,000	\$ 6,000
TOTAL PYBUS INCUBATOR	\$ 6,000	\$ 6,000
TOTAL BUSINESS PARK EXPENSES	\$ 5,834,016	\$ 16,563,759
<u>ADMINISTRATIVE & GENERAL EXPENSES</u>		
Salaries	\$ 950,610	\$ 985,000
Commissioners' Compensation, Benefits & Taxes	207,845	196,250
Employee Benefits	238,250	251,805
Payroll Taxes	78,640	82,250
Internship Opportunities	10,000	5,000
Professional Services		
Legal	135,000	230,000
Engineering	117,500	117,500
Government Relations - Federal	40,000	40,000
WA State Audit Costs	70,500	70,500
Other Professional Services	42,500	42,500
County Election Costs	-	-
Conferences, Training, and Meetings	20,000	10,000
Commission Conferences & Travel	35,000	15,000
Memberships and Subscriptions	50,000	50,000
Travel	15,000	7,500
Office Expense		
Supplies	33,650	33,650
Telephone	22,850	15,000
Computers/Hardware	7,421	7,421
Software/Backup/Internet	21,777	27,500
Managed Services/Maintenance	26,942	29,500
Insurance (Public Officials, General Liability, etc)	53,398	97,310
Auto Expense	7,500	7,500
Misc. Expenses	30,000	15,000
TOTAL ADMINISTRATIVE & GENERAL EXPENSES	\$ 2,214,383	\$ 2,336,186

**Chelan Douglas Regional Port Authority
2020 Supplemental Budget**

	<u>Approved Budget</u>	<u>Proposed Supplemental Budget #1</u>
<u>BUSINESS DEVELOPMENT & MARKETING EXPENSES</u>		
Marketing & Communications	\$ 50,000	\$ 75,000
Business Recruitment & Trade Shows	30,000	30,000
Existing Business Outreach	15,000	10,000
Air Service Investment Program	25,000	25,000
Real Estate Marketing	20,000	35,000
Chelan-Douglas Trends	7,000	7,000
Small Business Development Center (WSU)	40,000	80,000
Promotional Hosting	15,000	5,000
TOTAL BUSINESS DEVELOPMENT & MARKETING EXPENSES	\$ 202,000	\$ 267,000
<u>ECONOMIC DEVELOPMENT CONTRACTS (NON-PROFITS)</u>		
Cascade Foothills Farmland Association	\$ -	\$ 27,000
Cashmere Chamber of Commerce	-	13,500
Chelan Douglas Land Trust	-	5,500
Entiat Valley Chamber of Commerce	-	10,000
GWATA (Chelan County \$10,000)	-	47,000
Initiative for Rural Innovation & Stewardship (IRIS)	3,000	3,000
Manson Chamber of Commerce	-	15,000
NCW Economic Dev District (Chelan County \$5,000)	-	5,000
Our Valley Our Future (Chelan County \$30,000)	-	40,000
Our Valley Our Future - PODC 2019 Commitment	10,000	10,000
Spirit of Wenatchee	-	5,473
Wenatchee Downtown Association	-	3,000
WV Sports Foundation - Winter Special Olympics	7,000	7,000
Wenatchee Outdoors	-	7,000
Wenatchee Valley TREAD (Chelan County \$10,000)	-	10,000
Community Nonprofit ED Projects	180,000	46,527
TOTAL ECONOMIC DEVELOPMENT CONTRACTS	\$ 200,000	\$ 255,000

**Chelan Douglas Regional Port Authority
2020 Supplemental Budget**

	Approved Budget	Proposed Supplemental Budget #1
<u>COMMUNITY PARTNERSHIP PROJECTS (MUNICIPALITIES)</u>		
City of Bridgeport	\$ -	\$ 20,000
City of Cashmere	-	35,000
City of Chelan	-	30,000
East Wenatchee Water District	-	30,000
Eastmont Metropolitan Parks District	-	20,000
PUD 5th Street Redevelopment Study	-	21,871
Chelan County - Countywide Trails Plan	-	20,000
City of Wenatchee - Confl. Parkway Environmental	-	175,000
Opportunity Placeholder	200,000	45,000
TOTAL COMMUNITY PARTNERSHIP PROJECTS	\$ 200,000	\$ 396,871
<u>COVID-19 SMALL BUSINESS GRANTS</u>		
Dept of Commerce - Working WA Chelan Cty	\$ -	\$ 183,259
Dept of Commerce - Working WA Douglas Cty	-	154,547
Dept of Commerce - Add'l Allocation - Chelan County	-	458,361
Dept of Commerce - Add'l Allocation - Douglas County	-	386,567
Chelan County CARES Act	-	1,000,000
Douglas County CARES Act	-	1,000,000
City of Cashmere CARES Act	-	93,000
City of Entiat CARES Act	-	35,000
City of East Wenatchee CARES Act	-	160,000
Chelan/Douglas County CDBG Grant	-	71,990
City of Wenatchee CDBG Grant	-	65,000
City of East Wenatchee CDBG Grant	-	133,927
Regional Port Rent Relief Program	-	100,000
Regional Port Ready to Reopen Program	-	100,000
Other COVID-19 Grants	-	-
TOTAL COVID-19 SMALL BUSINESS GRANTS	\$ -	\$ 3,941,651
<u>Other Expenditures</u>		
EPA Brownsfield Grant - Consultant Services	\$ -	\$ 7,500
TOTAL EXPENSES	\$ 8,650,399	\$ 23,767,967
LESS OPERATING REVENUES	\$ 14,444,645	\$ 35,419,213
NET RESULTS BEFORE CAPITAL PROJECTS	\$ 5,794,246	\$ 11,651,246

**Chelan Douglas Regional Port Authority
2020 Supplemental Budget**

	Approved Budget	Proposed Supplemental Budget #1
CAPITAL PROJECTS		
<u>CASHMERE MILL DISTRICT</u>		
Tenant Improvements	\$ 200,000	\$ 850,000
Brender Creek Management	40,000	49,500
Capital Projects - Other	-	10,000
TOTAL CASHMERE MILL DISTRICT	\$ 240,000	\$ 909,500
<u>Confluence Technology Center</u>		
HVAC Unit Replacement	\$ 601,575	\$ 565,000
Window Sealant Project	40,175	0
Tree Removal/Replacement	22,765	22,765
Capital Projects - Other	-	5,000
TOTAL CONFLUENCE TECHNOLOGY CENTER	\$ 664,515	\$ 592,765
<u>OLDS STATION BUSINESS PARK</u>		
IB #2 Fence & Perimeter Landscaping	\$ 5,000	0
IB #3 Sealant Joint Replacement	17,000	0
IB #5 Gutter Replacement	-	64,000
Olds Station Tree Removal/Replacement	15,000	0
Technology Center Way Landscaping	10,000	0
Capital Projects - Other	-	10,000
TOTAL OLDS STATION BUSINESS PARK	\$ 47,000	\$ 74,000

**Chelan Douglas Regional Port Authority
2020 Supplemental Budget**

	<u>Approved Budget</u>	<u>Proposed Supplemental Budget #1</u>
<u>PANGBORN AIRPORT - CAPITAL</u>		
FAA Sponsored Projects		
Environmental Assessment	\$ 605,966	\$ 709,897
Term Bldg Security Improvements	419,859	468,838
Term Bldg Capacity Improvements	184,865	211,283
Snow Removal Equipment	1,555,555	40,000
CDRPA Funded Projects		
USFS Helipad Project	-	276,962
Parking Lot Sealcoat/Striping	65,000	85,000
Loop Road/Parking Lot Signage	40,000	0
Terminal Radio Repeater	50,000	50,000
Jet A Reclaim Tank	15,000	15,000
Jet A Tank Pump/Drive Testing & Replacement	-	14,910
Crack Sealing Machine	60,000	60,107
Air Compressor	25,000	11,372
Airport Vehicle (Pickup Replacement)	35,000	32,919
Dump Trailer	20,000	10,070
Genie Lift	55,000	0
Snow Blower for John Deere	13,000	15,700
Add'l CCTV Cameras	25,000	25,000
Gate 4 - Pavement Repair	200,000	0
Auto Gate Project (Airlift NW)	-	20,000
Fuel Station - Carryover	-	55,000
Air Service Reliability Projects		
Airport Approach Lighting System Study	37,000	37,000
Terrain Study	-	40,000
Approach Lighting System Design	-	82,000
ASOS Relocation/RVR Feasibility	-	11,700
New Instrument Approach Study	-	38,500
Runway Protection Zone - Land Acquisition	-	6,000,000
Capital Projects Other	-	10,000
TOTAL PANGBORN AIRPORT - CAPITAL	\$ 3,406,245	\$ 8,321,258

**Chelan Douglas Regional Port Authority
2020 Supplemental Budget**

	Approved Budget	Proposed Supplemental Budget #1
<u>PANGBORN BUSINESS PARK - CAPITAL</u>		
Landscape Rehab	\$ 27,000	0
3310 HVAC Unit	8,000	0
3306/3310 Crack Seal/Sealcoat/Stripe	30,000	26,000
Giga Watt Adaptive Re-Use Study	-	66,667
TOTAL PANGBORN BUSINESS PARK - CAPITAL	\$ 65,000	\$ 92,667

<u>REGIONAL PORT OFFICE/AVIATION CENTER</u>		
Building Improvements	\$ 150,000	0
Trench Drain Sewer Connection	65,000	65,000
HVAC Review/Evaluation	25,000	35,333
Upgrade Access Control System	50,000	0
Space Study	25,000	54,000
Servers (2)	23,804	23,804
HVAC Replacement Phase I/Building Envelope Impr.	-	1,500,000
Digitize Record Drawings	8,000	8,000
Total RPA OFFICE/AVIATION CENTER	\$ 346,804	\$ 1,686,137

<u>LAKE CHELAN AIRPORT - CAPITAL</u>		
Repair Site Lighting (Kelly Property)	\$ 7,500	\$ 7,500
Capital Projects - Other	-	0
TOTAL LAKE CHELAN AIRPORT - CAPITAL	\$ 7,500	\$ 7,500

<u>MANSFIELD AIRPORT - CAPITAL</u>		
Pavement	\$ 125,000	0
TOTAL MANSFIELD AIRPORT - CAPITAL	\$ 125,000	\$ -

<u>WATERVILLE AIRPORT - CAPITAL</u>		
Pavement	\$ 150,000	\$ 205,315
TOTAL WATERVILLE AIRPORT - CAPITAL	\$ 150,000	\$ 205,315

**Chelan Douglas Regional Port Authority
2020 Supplemental Budget**

	<u>Approved Budget</u>	<u>Proposed Supplemental Budget #1</u>
<u>OPPORTUNITY PLACEHOLDERS</u>		
Columbia Street Properties	\$ 150,000	\$ 50,000
Rock Island - Acquisition Strategy	135,000	25,000
Malaga Property Acquisition	-	1,500,000
Capital Projects - Other	457,182	250,000
TOTAL OPPORTUNITY PLACEHOLDER	\$ 742,182	\$ 1,825,000
TOTAL CAPITAL PROJECTS	\$ 5,794,246	\$ 13,714,142
NET AFTER CAPITAL PROJECTS	\$ (0)	\$ (2,062,896)

CDRPA RESOLUTION NO. 2020-14

**RESOLUTION OF THE CHELAN DOUGLAS REGIONAL PORT AUTHORITY
APPROVING THE 2020 SUPPLEMENTAL BUDGET #1**

Whereas, the proposed 2020 Supplemental Budget #1 has been presented to and reviewed by the Chelan Douglas Regional Port Authority Board of Directors; and

Whereas, the proposed 2020 Supplemental Budget #1 was reviewed at an open public hearing held on August 25, 2020, notice of which was published as required by law.

Be It Resolved By The Board of Directors of the Chelan Douglas Regional Port Authority that the proposed 2020 Supplemental Budget #1 in the form submitted to the Directors on this date, a copy of which is attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby approved.

This Resolution shall become effective immediately upon its adoption.

Adopted by the Board of Directors at a regular meeting thereof held this 25th day of August, 2020.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

Rory Turner, Director

Mark Spurgeon, Director

JC Baldwin, Director

W. Alan Loeb sack, Director

Donn Etherington, Director

Jim Huffman, Director

**Chelan Douglas Regional Port Authority
2020 Supplemental Budget #1**

	<u>Approved Budget</u>	<u>Proposed Supplemental Budget #1</u>
<u>Receipts</u>		
Business Park Revenues	\$ 6,873,783	\$ 8,017,537
Tax Receipts	4,266,788	4,266,788
Non-Operating Revenues	3,304,074	19,393,237
Non-Operating Revenues - COVID-19	-	3,741,651
	<hr/>	<hr/>
Total Receipts	\$ 14,444,645	\$ 35,419,213
<u>Expenditures</u>		
Business Park Expenses	\$ 5,834,016	\$ 16,563,759
Administrative & General Expenses	2,214,383	2,336,186
Business Development & Marketing Expenses	202,000	267,000
Economic Development Contracts (Nonprofits)	200,000	255,000
Community Partnership Projects (Municipalities)	200,000	396,871
COVID-19 Small Business Grants	-	3,941,651
Other Expenditures	-	7,500
Capital Projects	5,794,246	13,714,142
	<hr/>	<hr/>
Total Expenditures	\$ 14,444,645	\$ 37,482,109
Net Results	<u>\$ (0)</u>	<u>\$ (2,062,896)</u>

**Chelan Douglas Regional
Port Authority**

Memo

To: Board of Directors

From:  Jim Kuntz

cc: None

Date: August 20, 2020

Re: LOJO Property – Due Diligence

The Regional Port has until September 11, 2020 to perform its due diligence review of the LOJO Property. Please find enclosed an update. Will review in more detail at Tuesday's meeting.

LOJO Property

Due Diligence

Zoning

“Rural Industrial” per Chelan County Comprehensive Plan. See attached letter from Chelan County.

Environmental Assessment

- Phase I completed by RH2 Engineering. See attached memo from Stacie de Mestre.
- 100 gallon underground storage tank removed by a licensed UST removal company. Soil sample was collected by the contractor. Results: No detections of contaminants above clean up levels.
- Floor drain testing completed. Results pending.
- Abandoned materials, scrap and junk on the property needs to be removed.

Water

- Offsite
 - Property is within the Malaga Water District Service Boundary.
 - Letter attached from Water District on their willingness to serve.
 - They can provide potable water & fire flow water.

- **Onsite**

- **Well**

- Well has some potential to provide a good flow of water. Pump test and water quality tests are needed.
 - Per the well log, source of the water is between 250-300 feet deep.
 - If the well produces a good flow of water, and the water quality is good, it could serve as another well for the Malaga Water District.

- **Water Rights**

- Water rights would be a family farm permit limited to 620 gallons per minute and 254.6 Acre Feet. Not likely the full water right would transfer.
 - LOJO property owners need to file the following reports:
 - Completion of Well Construction.
 - Proof of Appropriation of Water.
 - Ecology performs the “proof examination” at some point in the future.

- **Electrical**

- Located in area that PUD has capacity to serve.

- **Natural Gas**

- Natural Gas is in the area.

- **Waste Water**

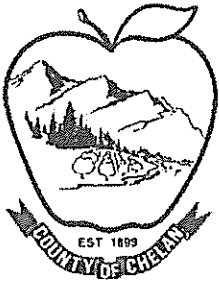
- Likely an engineered septic tank system would need to be constructed on site. Soils should be able to accommodate it.

Highway Access

Malaga Highway is owned by Chelan County. There does not appear to be any site distance issues that would prevent direct highway access onto the property.

Title

- **Peter Fraley has been working through title issues. Two special exceptions on the original title report have been removed.**
- **Lockwood Canada Ditch Company has signed a quit claim deed.**
- **Precise location of some historical electrical & telephone easements are not well known. Two overhead power lines cross the NE corner of the property. Overall, easements do not impact development of the site.**



CHELAN COUNTY
DEPARTMENT OF COMMUNITY DEVELOPMENT
316 WASHINGTON STREET, SUITE 301, WENATCHEE, WA 98801
TELEPHONE: (509) 667-6225 FAX: (509) 667-6475

July 10, 2020

Jim Kuntz, CEO
Chelan Douglas Regional Port Authority
One Campbell Pkway
Suite A
East Wenatchee, WA 98802

RE: Parcel Number 222135100060

Mr. Kuntz,

I had the pleasure to meet with Peter Fraley, on behalf of the Port, earlier this week regarding parcel 222135100060 located at 5375 Malaga Alcoa Highway. This parcel is zoned Rural Industrial. According to the 2017-2037 Chelan County Comprehensive Plan, Chapter 3, Section VII, Item F, Rural Industrial zoned parcels are considered a Type 1 Local Area of More Intense Rural Development (LAMIRD). There does not appear to be any evidence of a zone change on this parcel since the implementation of the Growth Management Act in 1990.

If you should have any questions or need further clarification, please do not hesitate to contact me at any time.

Sincerely,

RJ Lott, AICP
Long Range Planner
Chelan County Community Development
509-667-6515
RJ.Lott@co.chelan.wa.us

Memo

To: Board of Directors
From: Stacie de Mestre
cc: Jim Kuntz
Date: July 9, 2020
Re: LOJO Orchard Phase 1 ESA

On June 16, 2020 staff tasked RH2 Engineering with performing a Phase 1 Environmental Site Assessment on the LOJO Orchard Property. On June 30, 2020 staff received the Phase 1 ESA from RH2 Engineering. Below is a summary of their findings:

- Multiple locations of apparently oil-stained soil were present in and around the shop building. All stains appear to be associated with spills of less than 1 gallon. These stains represent potential but not significant environment conditions.
- A floor drain was observed inside of the shop building with visible staining. RH2 was told the floor drain is capped, but this was not verified and the drain was not tested for contaminants. It is likely that some petroleum or other maintenance related products still reside within the floor drain.
- The shop building was not investigated for the potential presence of asbestos materials or lead paint. The shop building was built in 2005 so the risk of these contaminants is low.
- The 100 gallon underground storage tank was removed by a licensed UST removal company and observed by RH2 Engineering. There were no signs of leaks or other indications of diesel-contaminated soil underlying or adjacent to the tank. A soil sample was collected by the contractor and sent for testing. Results are pending.

- The site was not used as an orchard until 2002 therefore the soil is not likely to contain lead, arsenic, or DDT which is commonly found on older orchard lands around the Wenatchee Valley. These chemicals were phased out and restricted in the 1960s and 1970s.
- Based on the well log, there is 200+ feet of fine-grained silts and clays between the aquifer and the ground surface to protect the water resources on the site and adjacent properties.

In summary the assessment has revealed evidence of low risk that environmental conditions exist on or beneath the subject property with the exception of the shop area and floor drain. The shop area and floor drain present a moderate risk that environmental conditions at concentrations above applicable clean up levels exist due to uncertainties of where the floor drain drains to.

MALAGA WATER DISTRICT
P.O. BOX 249
MALAGA, WA. 98828

Mr. Jim Kuntz
Chelan Douglas Regional Port Authority
One Campbell Pkwy, Suite A
East Wenatchee WA, 98802

This letter serves as acknowledgement of Malaga Water District's ability to serve the subject property located at 5375 Malaga Alcoa Highway (parcel 222135100060), hereafter referred to as the LOJO property. The LOJO property is within the District's service area so the District has the legal ability to provide water. The property is outside of the current retail service area, meaning there is no water system infrastructure adjacent to the property.

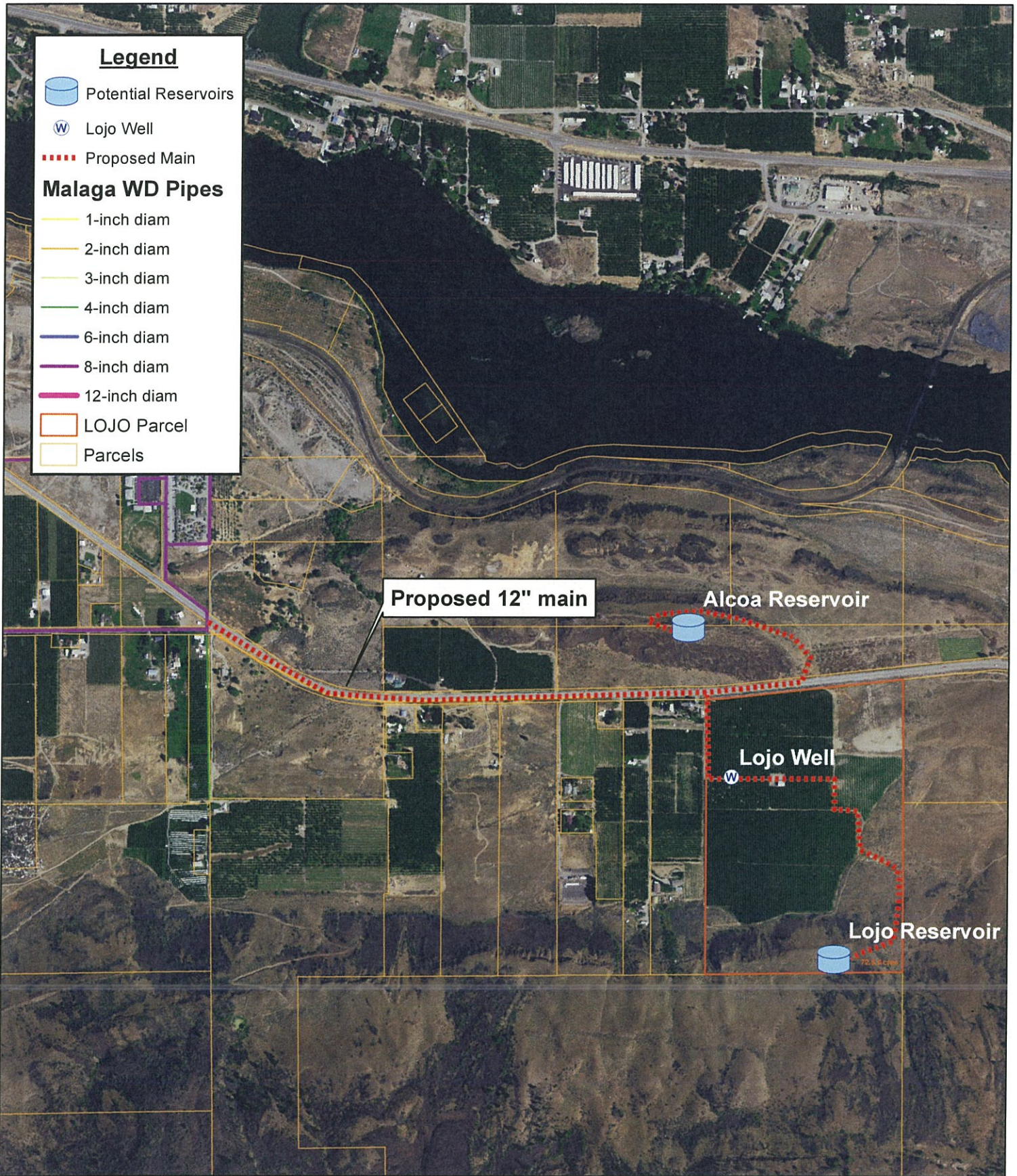
Additional infrastructure such as pipelines and a minimum of 100,000-gallon reservoir will be needed to provide domestic water and fire flow to the LOJO property. While the District supports future development in this area, we are not able to commit District funds currently. The District will support the Regional Port Authority's and Chelan County's efforts to obtain funding needed for this infrastructure through grants, public, or private partnerships. The District is not able to commit to any specific domestic or fire flow capacity at this time without knowing more about the project, but will work with you as the project moves forward to determine what can reasonably be provided.

We look forward to working with the Regional Port Authority as you seek to develop this property.

Sincerely,



Jon Johnston
Manager
O: 509-664-0142
C: 509-670-3341
mwdwater@nwi.net



Legend

- Potential Reservoirs
- Lojo Well
- Proposed Main

Malaga WD Pipes

- 1-inch diam
- 2-inch diam
- 3-inch diam
- 4-inch diam
- 6-inch diam
- 8-inch diam
- 12-inch diam

- LOJO Parcel
- Parcels

Proposed 12" main

Alcoa Reservoir

Lojo Well

Lojo Reservoir

J:\DATA\PC\219-057\LOJOGISWATER CONNECTION.MXD BY: ANEFF PLOT DATE: AUG 10, 2020 COORDINATE SYSTEM: NAD 1983 STATEPLANE WASHINGTON NORTH FIPS 4601 FEET



1 inch = 1,000 feet

0 255 510 1,020 Feet

DRAWING IS FULL SCALE WHEN BAR MEASURES 1"

LOJO Property

Chelan Douglas Regional Port Authority

Vicinity Map



ERE, Garmin, (c) StreetMap contributors,

PRELIMINARY

This map is a graphic representation derived from the Chelan Douglas Regional Port Authority (CDRPA) Geographic Information System. It was designed and created for CDRPA staff use only. It is not guaranteed to survey accuracy. This map is based on the best information available on the date shown on this map.

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CHELAN DOUGLAS
Regional Port
AUTHORITY

One Campbell Parkway, Suite A | East Wenatchee, WA 98802 | Phone: 509.884-4700 | Fax: 509.662-5151 | www.cdrpa.org

August 18, 2020

Mr. Joshua Eicher
Non-Fed Program Implementation Manager
FAA Northwest Mountain Region, Airports Division
ATO Western Service Area, AVJ-36
Via email Joshua.Eicher@faa.gov

Subject: Pangborn Memorial Airport Runway 12 MALSR Takeover Request

Reference: FAA Order 6700.20B, *Non-Federal Navigational Aids, Air Traffic Control Facilities, and Automated Weather Systems*.

Dear Mr. Eicher:

It is our request that the Federal Aviation Administration (FAA) assume ownership of the proposed Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR) at Pangborn Memorial Airport (EAT) in East Wenatchee, WA. We offer the following to the FAA Western Service Area:

The installation of a MALSR at EAT would support both the Instrument Landing System (ILS) Y and ILS Z RW 12 approach procedures as well as the RNAV (RNP) RW 12 approach procedure. As the FAA already owns and maintains the ILS on that approach, we believe the EAT MALSR is eligible for FAA takeover and would be beneficial to the National Airspace System (NAS).

Benefits to the NAS include:

- Safer and more reliable air service to EAT via reduced minimums and fewer cancelled flights;
- Improved capacity at SEA by reduction of cancelled and diverted flights to EAT; and
- Ability of EAT to accommodate flight diversions from SEA during periods of bad weather.

Therefore, we request that the FAA agree to assume ownership, operation, and maintenance of the MALSR facility after the airport has met the following requirements:

1. Design of the MALSR and all ancillary systems must be approved by FAA Engineering Services and AJW-2W14B prior to Construction.
2. Installation of the MALSR will be ATO-compliant (specifically a Patriot Taxiway Industries FA-21000 Hybrid MALSR) and meet the requirements of applicable FAA Air Traffic Organization (ATO) Orders, Technical Information books, Design Standards, Handbooks, and Engineering Briefs. In particular, the installation must meet the requirements of:


BOARD OF DIRECTORS

Donn Etherington, Commissioner, Chelan County Dist. 1 Jim Huffman, Commissioner, Douglas County Dist. 1 JC Baldwin, Commissioner, Chelan County District 2
W. Alan Loeb sack, Commissioner, Douglas County Dist. 2 Mark Spurgeon, Commissioner, Douglas County Dist. 3 Rory Turner, Commissioner, Chelan County District 3

- a. FAA Order 6700.20B, Non-Federal Navigation Aids;
 - b. FAA Order 6850.2B Visual Guidance Lighting Systems;
 - c. FAA-STD-019F Lightning and Surge Protection, Grounding, Bonding, and Shielding Requirements for Facilities and Electronic Equipment;
 - d. FAA-C-1217H Electrical Work, Premises Wiring; and
 - e. FAA-C-1391E Installation, Termination, Splicing, and Transient/Surge Protection of Underground Electrical Distribution System Power Cables.
2. An FAA ATO representative must be on site for primary construction activities.
 3. Standard site spares are provided.
 4. The FAA ATO must be given final approval authority for the entirety of the installation; and any deficiencies in materials, workmanship, or design must be corrected to the satisfaction of the FAA ATO prior to system commissioning.
 5. The MALSR must be commissioned prior to the FAA assuming ownership.

If you have any questions or concerns, please contact me at (509) 884-2494 or by email at trent@cdrpa.org.

Sincerely,



Trent Moyers
Director of Airports
Pangborn Memorial Airport
Chelan Douglas Regional Port Authority

BOARD OF DIRECTORS

Donn Etherington, Commissioner, Chelan County Dist. 1 Jim Huffman, Commissioner, Douglas County Dist. 1 JC Baldwin, Commissioner, Chelan County Dist. 2
W. Alan Loeb sack, Commissioner, Douglas County Dist. 2 Mark Spurgeon, Commissioner, Douglas County Dist. 3 Rory Turner, Commissioner, Chelan County Dist. 3

**Chelan Douglas Regional
Port Authority**

Memo

To: Board of Directors

From:  Jim Kuntz

cc: None

Date: August 20, 2020

Re: COVID-19 Proposed Commercial Service Airport
Requirements

Attached is the latest Governor's proposal. Some progress has been made.

COVID-19 Commercial Service Airport Requirements

The following COVID-19 Commercial Service Airport Requirements are a statewide approach to the COVID pandemic to ensure the health and safety of employees, passengers and crewmembers working and traveling to and from the state's commercial service airports. This approach encompasses setting baseline requirements at each commercial passenger service airport and encourages airlines to adopt certain health screening questionnaires.

The following document discusses two different types of businesses related to commercial passenger service travel.

1. Airlines are defined as an Air Carrier granted the authority to conduct scheduled operations in the form of a FAR 121 Certificate. Airline Operations are governed under 14 CFR Part 121.
2. Airport sponsors are defined as a public agency or private owner with control of a public-use airport. The term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.

Airport sponsors must adopt a written procedure that is at least as strict as the requirements in this document and that complies with the appropriate safety and health requirements and guidelines established by the Washington State Department of Labor & Industries and the Washington State Department of Health.

All airport sponsors are required to develop a comprehensive COVID-19 exposure control, mitigation, and recovery plan which must be adhered to. A site-specific COVID-19 monitor shall be designated at each location to monitor the health of individuals and enforce the COVID-19 job site safety plan. A copy of the plan must be available at all locations and available for inspection by state and local authorities.

Recommended Practices for Airlines

Airlines are strongly encouraged to establish health screening questionnaires for passengers regarding potential COVID-19 exposure or symptoms as part of passenger check-in processes and to require passenger acceptance of relevant requirements.

For example, at check-in, kiosk, or other place of boarding pass issuance, airlines are strongly encouraged to require a mandatory acknowledgement by the traveler, that they understand and will abide by the face coverings and physical distancing requirements, and that issuance of a boarding pass is contingent on their willingness to comply. The questionnaire used by the airline is strongly encouraged to prevent issuance of a boarding pass if a passenger answers yes to one of the COVID-19 screening questions.

Requirements for Airport Sponsors

Commercial passenger airports throughout the state are directed as follows:

1. Require face coverings in all public areas of the airport.

2. Post signage for reminders and spacing to honor physical distancing.
3. Erect protective barriers where appropriate to buffer travelers and airport workers.
4. Frequently disinfect high-touch surfaces in public areas with medical-grade cleaning products.
5. Provide hand sanitizer stations throughout the terminal.
6. Airport vendors and businesses operating at the airport (including, but not limited to, construction, hospitality, and other industry sectors) must follow state and county health agency requirements, including those for employee screening, physical distancing requirements, sanitation and personal hygiene protocols, personal protective equipment, and methods to provide services while limiting close interactions. Encourage card purchases to lessen the handling of cash.
7. Cooperate with state and local health agencies to monitor enforcement of these requirements.

Safety and Health Requirements

All airlines and airports sponsors have a general obligation to maintain a safe and healthy workplace in accordance with state and federal law and safety and health rules for a variety of workplace hazards. In addition, they must comply with the following COVID-19 worksite-specific safety practices as outlined in Governor Jay Inslee's "[Safe Start](#)" [Proclamation 20-25.4](#), the Washington State Department of Labor & Industries [General Requirements and Prevention Ideas for Workplaces](#), and the Washington State Department of Health [Workplace and Employer Resources and Recommendations](#). All establishments are required to post signage at the entrance requiring their customers to use cloth face coverings. Employer-owners must specifically ensure operations follow the main L&I COVID-19 requirements to protect professional employee-service providers:

Employers must specifically ensure operations follow the main L&I COVID-19 requirements to protect workers, including:

- Educate workers in the language they understand best about coronavirus and how to prevent transmission and the employer's COVID-19 policies.
- Maintain minimum six-foot separation between all employees (and customers) in all interactions at all times. When strict physical distancing is not feasible for a specific task, other prevention measures are required, such as use of barriers, minimize staff or customers in narrow or enclosed areas, stagger breaks, and work shift starts.
- Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate or required to employees for the activity being performed. **Cloth facial coverings must be worn by every employee not working alone on the jobsite unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance.** Refer to [Coronavirus Facial Covering and Mask Requirements](#) for additional details. A cloth facial covering is described in the Department of Health guidance, <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/ClothFacemasks.pdf>.
- Ensure frequent and adequate hand washing with adequate maintenance of supplies. Use disposable gloves where safe and applicable to prevent transmission on tools or other items that

are shared.

- Establish a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched surfaces.
- Screen employees for signs/symptoms of COVID-19 at start of shift. Make sure sick employees stay home or immediately go home if they feel or appear sick. Cordon off any areas where an employee with probable or confirmed COVID-19 illness worked, touched surfaces, etc. until the area and equipment is cleaned and sanitized. Follow the [cleaning guidelines set by the CDC](#) to deep clean and sanitize.

A site-specific COVID-19 Supervisor shall be designated by the employer at each job site to monitor the health of employees and enforce the COVID-19 job site safety plan.

A worker may refuse to perform unsafe work, including hazards created by COVID-19. And, it is unlawful for their employer to take adverse action against a worker who has engaged in safety-protected activities under the law if their work refusal meets certain requirements.

Employees who choose to remove themselves from a worksite because they do not believe it is safe to work due to the risk of COVID-19 exposure may have access to certain leave or unemployment benefits. Employers must provide high-risk individuals covered by Proclamation 20-46 with their choice of access to available employer-granted accrued leave or unemployment benefits if an alternative work arrangement is not feasible. Other employees may have access to expanded family and medical leave included in the Families First Coronavirus Response Act, access to use unemployment benefits, or access to other paid time off depending on the circumstances. Additional information is available at <https://www.lni.wa.gov/agency/outreach/paid-sick-leave- and-coronavirus-covid-19-common-questions>.

All issues regarding worker safety and health are subject to enforcement action under L&I's Division of Occupational Safety and Health (DOSH).

- Employers can request COVID-19 [prevention advice and help](#) from L&I's Division of Occupational Safety and Health (DOSH).
- Employee Workplace safety and health complaints may be submitted to the L&I DOSH Safety Call Center: (1-800-423-7233) or via e-mail to adag235@lni.wa.gov.
- General questions about how to comply with agreement practices can be submitted to the state's Business Response Center at <https://coronavirus.wa.gov/how-you-can-help/covid-19-business- and-worker-inquiries>.
- All other violations related to Proclamation 20-25 can be submitted at <https://bit.ly/covid-compliance>.



240 North Wenatchee Avenue
Wenatchee, WA 98801

(509) 293-5566
www.fortearchitects.com

August 20, 2020

Stacie De Mestre
One Campbell Parkway, Suite A
East Wenatchee, WA 98802

Re: Memo: Phase I Feedback Response
Project No: 2031
Project Name: Executive Flight Space Study, Phase I

Dear Stacie,

Thank you for the great feedback from the commissioners of the Phase I feasibility study. It is greatly appreciated. As part of that feedback, you spoke with us about the Commissioner's request that we explore an option to potentially enclose the 2 story Great Lobby to create new leasable office space and/or a meeting room.

In order to respond to this request for exploration, I connected with the rest of the consultants from our team to gather their insight on what it would take to realize this concept and obtained their comments.

Related to the structural sector of this option; none of the interior or exterior walls could be used for the structural support for the newly created floor, meaning that all new footings and foundations would have to be created underneath the existing floor of the building in that area, essentially creating the effect of constructing a building within a building, which would be quite costly. Furthermore, adding the second floor in that area will increase the weight of the building by more than 5%. This usually triggers a seismic retrofit or at least a seismic evaluation of the existing structure. The existing building was designed per the requirements of the 1994 Uniform Building Code (UBC). The code has changed since the 1994 UBC and retrofitting this structure could be significant. This work could involve strengthening the existing braced frames and possible their foundations throughout the building, not just at the areas adjacent to the floor infill. This could be disruptive to the user.

The mechanical, fire protection and electrical systems must also be addressed. The existing walls facing the atrium have no current penetrations, so access for mechanical, lighting, fire systems etc. would all have to be newly designed and installed, as well as the drywall seals cut above the ceiling. Any/all new rooms in this atrium space would become interior spaces with no natural light except the skylight. The only view from these rooms would be into the display hangar which is closed to the outdoor 95% of the time and rarely has its lights turned on. The dividing glass wall between the hangar and lobby area is fire rated curtain wall and no structure elements can be attached to it. This will be an unreasonably expensive option compared to the

amount of the SF that is gained, not only because of construction costs but also the engineering and design fees associated with it.

Finally, the current Great Lobby provides an architectural statement for the whole North Building with airy and inviting atmosphere that is unique to this structure. By allowing for the visual connection into the display hangar, there is an immediate understanding of the history and importance of this structure. With the additional help of the sky light allowing natural light to come down from above, this Great Lobby is really the heart of the entire building. It directs traffic, provides a “face” for this complex structure and is the main vertical hub for staff and guests. This grand entrance will be wholly eliminated if the second floor is enclosed. There is an opportunity to improve the overall “feel” of the space by applying new finishes, establishing different zones for passenger waiting, or impromptu staff meetings. The entry and reception areas can be reconfigured and upgraded with furnishing and interior applications to meet current safety and privacy standards while maintaining a welcoming atmosphere and intriguing architectural lobby space for visitors and staff alike.

I hope this summary proves beneficial to the commissioners to help decide which way they would like to proceed. Please do not hesitate to call or e-mail me with any questions.

Thank you again for the opportunity and looking forward hearing back from you.

Sincerely,

Lenka Slapnicka

Lenka Slapnicka
Principal

Memo

To: Board of Directors

From:  Jim Kuntz

cc: None

Date: August 20, 2020

Re: Digital Marketing Campaign – Pybus Incubator

The Regional Port has been working with Cherry Creek Media on a digital marketing campaign. The target is finding our next Pybus Incubator tenant. The digital campaign is focused on the greater Seattle area with small business owners.

Per the attached marketing report, the click-through rate to our landing page has been impressive. What is disappointing is that no one has taken the next step in emailing or calling us as a result of seeing the digital ad. The campaign is costing \$4,700 per month.

We are going to add the Actapio space to this digital campaign next month at no additional cost. I will continue to track the marketing campaign for effectiveness. We can stop the campaign at any time.



Digital Marketing Report for
Chelan Douglas Regional Port Authority (CDRPA) - WA

417,024

IMPRESSIONS

1,376

CLICKS

0.33%

CTR

4.71

X THE NATIONAL AVG (.07%)

0.33%

TOTAL ENGAGEMENT RATE



Impressions: How many ads were served

Clicks: How many people are clicking on my ad

CTR: 'Click-Through Rate' which is $(\text{Clicks}/\text{Impressions}) \times 100$

X THE NATIONAL AVG: # of times greater than the .07% national average CTR

TOTAL ENGAGEMENT RATE: $(\text{Clicks} + \text{view-throughs})/\text{Impressions} \times 100^*$

(A view-through is how many people see my ad DON'T click but then come to my website)

**Note: Total Engagement Rate does not include Facebook or Mobile Conquering view-throughs. If total engagement rate equals your CTR, there were no view-throughs reported.*

Line Item Performance

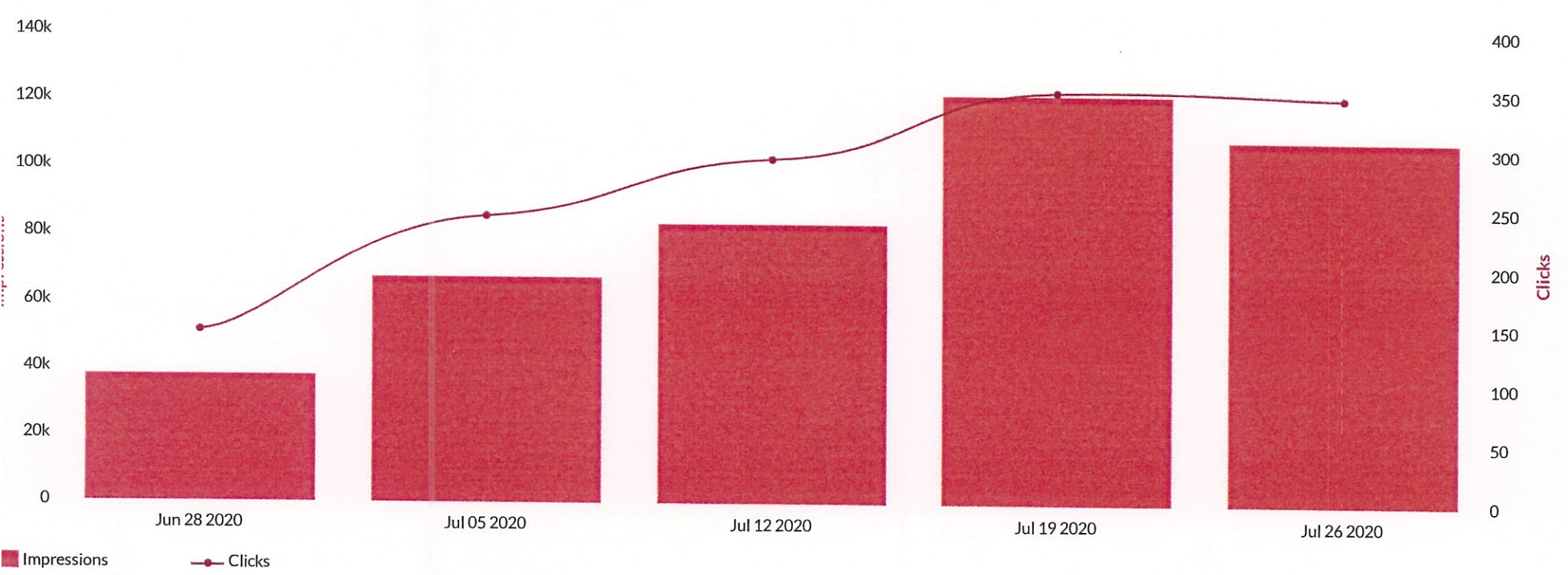
Line Item Name	Impressions	Clicks	CTR
Chelan Douglas Regional Port Authority (CDRPA) - 1-100 Employees/Small Business Owners/C-Suite Behavioral B2B Display	416,135	1,361	0.33%
Chelan Douglas Regional Port Authority (CDRPA) - Retargeting B2B Native	889	15	1.69%
Total	417,024	1,376	0.33%

Available Products in Our Toolbox:



Balancing Clicks and Impressions Per Week

Week by Week Performance



Impressions: How many ads were served

Clicks: How many people are clicking on my ad

IMAGES PERFORMANCE



IMAGE ONE:

86,139 IMPRESSIONS

288 CLICKS



IMAGE TWO

149,326 IMPRESSIONS

502 CLICKS

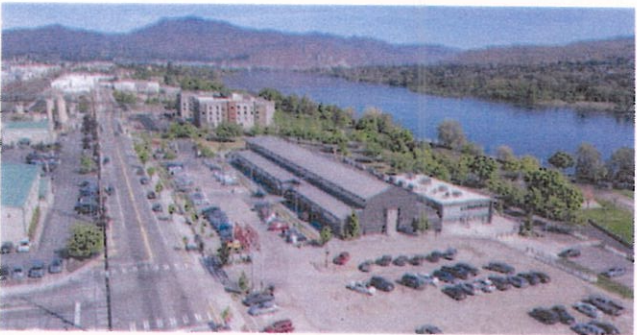


IMAGE THREE

68,619 IMPRESSIONS

219 CLICKS

IMAGES PERFORMANCE (Continued)



IMAGE FOUR

114,772 IMPRESSIONS

375 CLICKS

Desktop Device Performance



Mobile Device Performance



Tablet Device Performance

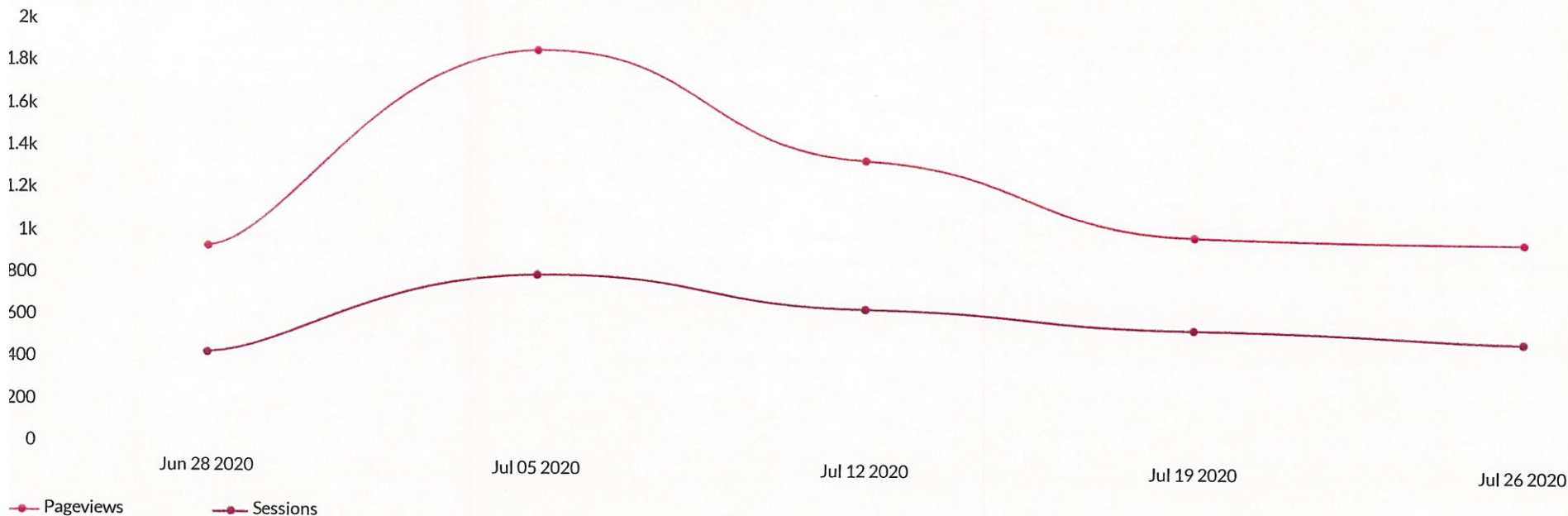


any impressions and clicks below your totals are classified as **Unknown Devices**. Unknown Devices are Devices that cannot be classified as a specific device type by the exchanges.
Note: Matching/Lookalike Native campaigns are not included in the above data.

Top Display, Native, Video, and Online Audio Site & App Performance

Site Name	Clicks	CTR
definition.org	38,493	0.62%
play.google.com/store/apps/details?id=com.peoplefun.wordcross	21,281	0.41%
play.google.com/store/apps/details?id=com.microsoft.office.outlook	18,915	0.60%
outlook.live.com	17,161	0.84%
waynedupree.com	9,123	0.47%
worldlifestyle.com	8,274	0.60%
play.google.com/store/apps/details?id=com.taggedapp	7,704	0.51%
yourbump.com	4,510	1.06%
looper.com	3,972	0.50%
consolegameswiki.com	3,774	0.45%
thedelite.com	3,498	0.71%
yoursportspot.com	3,496	0.89%
nytimes.com	3,264	0.00%
huffpost.com	3,209	0.28%
ourfunnylittlesite.com	3,206	1.06%
heraldweekly.com	3,183	0.47%
gamehunters.club	3,002	0.83%
on.facebook.com	2,900	1.17%
thedancingcucumber.com	2,490	0.28%
newsbreak.com	2,438	0.16%
bestplaces.net	2,418	0.54%
sportzbonanza.com	2,115	0.80%
yahoo.com	2,035	0.00%
king5.com	1,818	0.06%
nirror.co.uk/3am	1,724	1.86%

Google Analytics Performance



Analytics Property

Chelan Douglas Regional Port Authority

Analytics Profile

All Web Site Data

Sessions

2,974

Pageviews

6,161

% New Sessions

75.42%

Sessions: A group of interactions one user takes within a given time frame on your website. Google Analytics defaults that time frame to 30 minutes. This can be whatever users do on your website (e.g. browses pages, downloads resources, purchases products) before they leave, equals one session.

Page Views: An instance of a page being loaded (or reloaded) in a browser. Page Views is a metric defined as the total number of pages viewed

% of New Sessions: Percentage of new sessions is the percentage of total users who came to the website for the first time.

Port of Chelan County - Lease Report
Leases & Renewals Entered Into at the CTC
Reporting Period: January - August 25, 2020
8/25/2020

New Leases					
Lease Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
8/5/2020	Advanced Home Health - Wenatchee	CTC - Suites 104 - 108 including Waiting area and Conference room	1038 SQFT	Two Year	\$2,415.84

Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month

Tenants Moving Out				
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month

Executive Director's Authority to Sign Leases

Lease terms of five years duration or less.

Lease payments of \$5,000 per month or less.



Washington State

PPP Loans	Number of Loans	\$ of Loans
Total Loans	107,287	\$12,399,188,608

Loans by County

Loans by County	Number of Loans	\$ of Loans
Adams	250	\$28,090,156
Asotin	246	\$18,963,995
Benton	2,330	\$269,439,137
Chelan	1,667	\$165,275,191
Clallam	1,147	\$79,025,621
Clark	6,888	\$786,890,380
Columbia	60	\$5,069,139
Cowlitz	953	\$109,027,041
Douglas	425	\$41,045,398
Ferry	40	\$2,792,476
Franklin	910	\$119,315,580
Garfield	28	\$2,046,480
Grant	1,147	\$122,079,455
Grays harbor	782	\$85,739,640
Island	1,069	\$61,489,698
Jefferson	512	\$31,761,867
King	40,494	\$5,344,709,826
Kitsap	3,047	\$254,653,460
Kittitas	725	\$50,704,992
Klickitat	296	\$27,818,026
Lewis	839	\$88,184,840
Lincoln	173	\$12,103,208
Mason	465	\$36,929,175
Okanogan	658	\$52,659,904
Pacific	278	\$21,826,173
Pend oreille	90	\$13,389,472

Loans by County	Number of Loans	\$ of Loans
Pierce	9,435	\$1,139,894,402
San juan	570	\$34,063,760
Skagit	1,987	\$199,044,944
Skamania	84	\$4,809,681
Snohomish	10,767	\$1,111,912,442
Spokane	7,199	\$811,883,844
Stevens	351	\$30,168,604
Thurston	3,194	\$311,622,523
Wahkiakum	41	\$3,500,231
Walla walla	834	\$63,853,389
Whatcom	4,130	\$442,034,165
Whitman	542	\$35,329,196
Yakima	2,627	\$379,797,657
Not specified	7	\$243,439
Grand Total	107,287	\$12,399,188,608

Loans by NAICS Code

Loans by NAICS Code	Number of Loans	\$ of Loans
11 - Agriculture, Forestry, Fishing, and Hunting	3,542	\$449,767,870
21 - Mining, Quarrying, and Oil and Gas Extraction	122	\$30,647,163
22 - Utilities	139	\$20,894,611
23 - Construction	12,472	\$1,998,231,920
31-33 - Manufacturing	5,044	\$1,114,318,007
42 - Wholesale Trade	2,922	\$577,225,913
44-45 - Retail Trade	9,248	\$1,019,041,414
48-49 - Transportation and Warehousing	4,465	\$358,327,104
51 - Information	1,478	\$196,752,876
52 - Finance and Insurance	2,813	\$201,684,895
53- Real Estate and Rental and Leasing	5,174	\$361,388,039
54 - Professional, Scientific, and Technical Services	13,579	\$1,431,083,756
55 - Management of Companies and Enterprises	123	\$13,992,738
56 - Administrative and Support and Waste Management Remediation Services	4,777	\$482,029,278
61 - Educational Services	1,965	\$186,237,819

Loans by NAICS Code	Number of Loans	\$ of Loans
62 - Health Care and Social Assistance	11,745	\$1,566,107,727
71 - Arts, Entertainment, and Recreation	2,575	\$215,772,254
72 - Accommodation and Food Services	8,833	\$1,102,658,576
81 - Other Services (except Public Administration)	10,707	\$674,075,413
92 - Public Administration	239	\$41,187,876
Not specified	5,325	\$357,763,359
Total	107,287	\$12,399,188,608

Top 50 Lenders

Lender	Number of Loans	\$ of Loans
Bank of America, National Association	11,283	\$1,014,681,981
U.S. Bank, National Association	7,492	\$770,329,296
JPMorgan Chase Bank, National Association	5,869	\$532,969,807
KeyBank National Association	5,704	\$1,037,221,782
Cross River Bank	5,508	\$190,638,725
Banner Bank	4,860	\$614,485,817
Umpqua Bank	4,211	\$437,817,640
Wells Fargo Bank, National Association	3,833	\$269,766,275
Washington Trust Bank	3,811	\$919,839,691
Heritage Bank	3,762	\$671,064,519
Coastal Community Bank	2,618	\$393,516,645
Boeing Empl CU	2,507	\$94,786,055
Washington Federal Bank, National Associati	2,313	\$388,293,719
Square Capital, LLC	2,093	\$27,481,257
Columbia State Bank	1,966	\$497,542,592
Kabbage, Inc.	1,846	\$27,352,139
Peoples Bank	1,803	\$230,761,558
WebBank	1,502	\$51,482,096
Customers Bank	1,297	\$143,710,336
HomeStreet Bank	1,224	\$171,699,103
Timberland Bank	1,050	\$125,991,475
Glacier Bank	958	\$127,667,025
First Interstate Bank	940	\$109,499,273
Celtic Bank Corporation	929	\$48,371,306
Whatcom Educational CU	919	\$36,393,700

Lender	Number of Loans	\$ of Loans
Spokane Teachers CU	898	\$25,859,400
Kitsap Bank	885	\$106,827,187
Sound Community Bank	884	\$68,598,834
Numerica CU	877	\$63,339,499
Cashmere Valley Bank	835	\$69,921,593
Quontic Bank	687	\$30,535,400
Wheatland Bank	671	\$74,135,650
SaviBank	650	\$60,389,939
Community First Bank	644	\$96,210,644
Zions Bank, A Division of	613	\$286,219,600
Sound CU	545	\$31,955,574
Bank of the Pacific	540	\$93,043,920
Mountain Pacific Bank	527	\$76,780,741
First Federal Savings & Loan Association of	516	\$32,197,051
Columbia Community CU	508	\$32,973,729
Commencement Bank	505	\$112,910,688
First-Citizens Bank & Trust Company	498	\$94,608,700
Riverview Community Bank	494	\$76,505,824
Gesa CU	486	\$37,825,820
1st Security Bank of Washington	462	\$72,700,875
First Financial Northwest Bank	459	\$51,936,645
GBC International Bank	447	\$29,467,100
TwinStar CU	432	\$21,068,871
State Bank Northwest	402	\$42,834,309
IQ CU	376	\$12,916,395

From: Warm Springs Inn <julie@warmspringsinn.com>

Sent: Tuesday, August 18, 2020 5:16 PM

To: Grants <grants@cdrpa.org>

Subject: Chelan Co. CARES Act Grant - submission of paperwork from Warm Springs Inn & Winery

Attention: Sarah Deenik

Dear Sarah & County Commissioners:

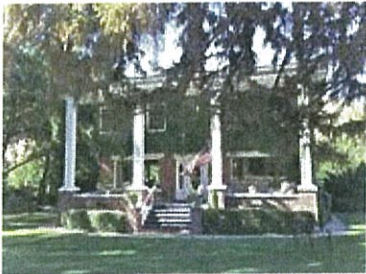
Thank you for the information regarding completion of the CARES grant paperwork. First of all, we humbly appreciate what Chelan Co. is doing to support small businesses. We feel very fortunate to be in this community and know that everyone is working hard to get back to the status quo of pre-pandemic economics. After being closed from March-May, we partially reopened with new Health Dept. mandates and directives and have been requiring masks since spring. We're still recovering from a serious loss of revenue.

Attached are scans of the signed Grant for \$5,000 along with completion of Exhibit B, a signed W-9 and several attachments of receipts/bills since mid-March 2020. They total more than \$5,000 (actually over by about \$2,000) but these seemed the simplest to copy & forward. There are many thousand dollars more of receipts if needed. Most of our 2020 lost revenue has been from cancelled room stays at the Inn, cancelled and refunded 2020 weddings, postponed weddings to 2021 and reduction of wine sales.

Please let me know if there is anything else to provide. Again, thank you very much for your financial support of so many small entrepreneurs that make Chelan County vibrant for local people and tourists!

Best regards,

Julie & Ludger Szmania, Owners
Warm Springs Inn & Winery LLC
1611 Love Lane
Wenatchee, WA 98801



www.warmspringsinn.com

(509) 662-LOVE (5683)



<https://www.facebook.com/warmspringsinnwa>



@warmspringsinn



<http://www.pinterest.com/warmspringsinn/>



@warmspringsbnb

PETHUB, INC. -- LOST PETS GET HOME FASTER

TOM ARNOLD, FOUNDER

Dear Jim + CDRPA Board,

Thank you for making
the CARES Act Small Business
Grant possible. This certainly
helps and is greatly
appreciated.

Sincerely,

Tom

TOM@PETHUB.COM

+1(206) 335-8797



**Chelan Douglas Regional Port Authority
Calendar of Events**

8/21/2020

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attending</i>	<i>Cami RSVP arrangements if applicable</i>
August 25	Tuesday	CDRPA Board Meeting; 9:00 AM/Zoom	Commissioners/Staff	
August 26	Wednesday	Douglas County Community Leadership Advisory Group; 2:20-4:30p Zoom	Ron C.	
September 9	Wednesday	CDRPA Special Board Meeting; 1:00 PM/Zoom	Commissioners/Staff	Date and Time Revised
September 9	Wednesday	NCWEDD Board Meeting, Zoom; 9:00 am	Craig, Commissioner Huffman	
September 10	Thursday	CDTC, 9-11am, Zoom	Commissioner Baldwin	
September 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Zoom	Commissioner Spurgeon	
September 16	Wednesday	GWATA Board Meeting, 3-5pm Zoom		
September 22-25	Tuesday - Friday	WFOA Conference Virtual	Monica	
September 22	Tuesday	CDRPA Board Meeting; 9:00 AM/Zoom		
September 23	Wednesday	Douglas County Community Leadership Advisory Meeting, CDRPA Office , 2:30 pm - 4:00 pm Zoom	Ron C.	
September 24	Thursday	Partners Breakfast; 7:30am; Convention Center	CANCELLED	
September 24-25	Thur-Friday	WPPA Environmental Seminar; Alderbrook Resort	Virtual	
October 4-7	Sun - Thurs	NWAAAE Annual Conference; Jackson Hole, WY	Cancelled ?	
October 8	Thursday	CDTC, 9-11am, Zoom	Commissioner Baldwin	
October 13	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
October 14	Wednesday	NCWEDD Board Meeting, Zoom; 9:00 am	Craig, Commissioner Huffman	
October 15	Thursday	Economic Leadership Roundtable Lunch; 11:30 am ; 230 N. Georgia, E. Wen.	CANCELLED	
October 20	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Zoom	Commissioner Spurgeon	
October 21	Wednesday	GWATA Board Meeting, 3-5pm, Zoom		
October 22	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
October 23	Friday	Cashmere Chamber of Commerce Banquet; 5:30pm-8:30pm	Cancelled?	Tickets are \$35 each
October 22-23	Thur-Friday	WPPA Small Ports Seminar; Enzian Leavenworth	Virtual?	

October 27	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
October 28	Wednesday	Douglas County Community Leadership Advisory Meeting, Zoom, 2:30 pm - 4:00 pm	Ron C.	
November 5	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	Cancel?
November 10	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
November 11	Wednesday	NCWEDD Board Meeting, Zoom; 9:00 am	Craig, Commissioner Huffman	
November 12	Thursday	CDTC, 9-11am, Zoom	Commissioner Baldwin	
November 12	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	Cancel?
TBD	TBD	Wenatchee Valley Chamber Board Retreat - TBD	Commissioner Spurgeon	
November 18	Wednesday	GWATA Board Meeting, 3-5pm, Zoom		
November 19	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	Cancel?
November 19	Thursday	Cashmere Museum Membership Meeting	Zoom?	
November 24	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
November 25	Wednesday	Douglas County Community Leadership Advisory Meeting, Zoom , 2:30 pm - 4:00 pm	Ron C.	
November 26-27	Thur-Friday	Thanksgiving Holiday Office Closed		
December 2-4	Tuesday - Friday	WPPA Annual Meeting, Hyatt Regency, Bellevue	Virtual ?	
December 3	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	Cancel?
December 8	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
December 9	Wednesday	NCWEDD Board Meeting, Zoom; 9:00 am	Craig, Commissioner Huffman	
December 10	Thursday	CDTC, 9-11am, Zoom	Commissioner Baldwin	
December 10	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	Cancel?
December 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Zoom	Commissioner Spurgeon	
December 16	Wednesday	GWATA Board Meeting, 3-5pm, Zoom		
December 17	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	Cancel?
December 22	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
December 23	Wednesday	Douglas County Community Leadership Advisory Meeting, Zoom , 2:30 pm - 4:00 pm	Ron C.	
December 24	Thursday	<i>Christmas Eve Office Closed</i>		