



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
September 13, 2022
9:00 am**

Present:

Directors:

JC Baldwin, Director

Jim Huffman, Director

Mark Spurgeon, Director

Donn Etherington, Director

W. Alan Loeb sack, Director

Richard DeRock, Director

Staff:

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin.

Trent Moyers, Director of Airports

Ron Criddlebaugh, Director of Econ. Dev.

Ron Russ, Property & Maintenance Mngr.

Julie Avis, Accounting Specialist (Zoom)

Tricia Degnan, CTC Manager (Zoom)

Sarah Deenik, Comm. Coordinator

Bobbie Chatriand, Admin Assistant

Craig Larsen, Bus. Dev. Mngr.

Laura Camarillo-Reyes, Admin Asst. (Zoom)

Colby Goodrich, FBO Manager (Zoom)

Legal Counsel:

Quentin Batjer, Davis Arneil Law Firm, LLP

Pete Fraley, Ogden Murphy Wallace, PLLC

Guests:

Raye Evans, Seven Acres Foundation

Don Flick, Cascade Soaring Society

Jason Taylor, KPQ (Zoom)

Bob Goedde, Mayor of Chelan (Zoom)

JR Norvell, Ardurra Engineering

Maribel Cruz, Seven Acres Foundation

Emily Thornton, Wenatchee World (Zoom)

Erik Howe, RH2 Engineering (Zoom)

Steve Wilkinson, Wenatchee Chamber (Zoom)

Ray Dobbs (Zoom)

The Chelan Douglas Regional Port Authority Board Meeting was called to order at 9:00 a.m.

Introductions were made.

Conflicts of Interest: None

PUBLIC COMMENTS:

JR Norvell from Ardurra Engineering provided a brief update on the Ardurra purchase of T-O Engineering. In addition, Norvell provided details on his new position with Ardurra and what that will encompass.

CDRPA CONSENT AGENDA

The Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the August 23rd, 2022 Meeting and Check Register Pages #2022-32 through #2022-36, including electronic transfers was presented.

Motion No.
Moved by:
Seconded by:

09-01-22 CDRPA

Mark Spurgeon
Richard DeRock

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the August 23rd, 2022 Meeting and Check Register Pages #2022-32 through #2022-36, including electronic transfers.

Motion Passed 6-0

POCC CONSENT AGENDA

The Port of Chelan County Consent Agenda consisting of Check Register Pages #2022-09 through #2022-10 was presented.

Motion No.
Moved by:
Seconded by:

09-02-22 POCC

Donn Etherington
Richard DeRock

To approve the Port of Chelan County Consent Agenda consisting of Check Register Pages #2022-09 through #2022-10.

Motion Passed 3-0

PRESENTATIONS:

Raye Evans & Maribel Cruz – Seven Acres Foundation

Evans & Cruz updated the Board on the new Lake Chelan community center. The community center has been gaining attention in the last few years and the foundation would like the CDRPA to be a partner. Included in the presentation was a brief background of the Seven Acres Foundation, a detailed description of the facility, a list of current committed partners, a timeline of completion, an overall project budget, and letters of support from community members.

CDRPA ACTION ITEMS:

Ownership Allocation Memo – Van Well Nursery Property

On November 12, 2019, the Chelan Douglas Regional Port Authority Board of Directors adopted a policy governing capital investment. Section 3 of that policy states that if there is an acquisition of real property after January 1, 2020, the Board of Directors is required to adopt an Ownership Allocation Memo to allocate respective ownership interests in the property in the event of a dissolution. The Board of Directors approved the purchase of approximately 9.29 acres of real property from Van Well Nursery, Inc. adjacent to the Airport, and within the Airport Runway Protection Zone. The following motion was made regarding the purchase of Van Well Nursery Property:

Motion No.
Moved by:
Seconded by:

09-03-22 CDRPA

W. Alan Loeb sack
Richard DeRock

To approve the Ownership Allocation Memo concerning the Van Well Nursery Property.

Motion passed 6-0

Partners in Economic Development Program Applications

Lake Chelan Wine Alliance

The Lake Chelan Wine Alliance submitted a 2022 Partners in Economic Development Grant request in the amount of \$14,830 to assist in funding marketing campaigns for off-season events. The following motion was made:

Motion No.	09-04-22 CDRPA
Moved by:	Mark Spurgeon
Seconded by:	Jim Huffman
	To approve the 2022 Partners in Economic Development Grant Request from the Lake Chelan Wine Alliance in the Amount of \$14,830.

Motion passed 6-0

Greater Leavenworth Museum

The Greater Leavenworth Museum submitted a 2022 Partners in Economic Development Grant Request in the amount of \$6,800 to assist in the expansion of the Wenatchi Tribal Exhibit. The following motion was made:

Motion No.	09-05-22 CDRPA
Moved by:	Jim Huffman
Seconded by:	W. Alan Loeb sack
	To approve the 2022 Partners in Economic Development Grant Request from the Greater Leavenworth Museum in the amount of \$6,800.

Motion passed 6-0

Malaga Water District Test Well #1 Bid Award

de Mestre discussed the Malaga Water District Test Well #1 Project which included an engineers' estimate of \$200,000. Empire Well Drilling, LLC was the low bidder in the amount of \$197,376.75 (including WSST). Also discussed was establishing an overall budget of \$217,115.00 and if required, an additional monitoring well. Discussion ensued and the following action was taken:

Motion No.	09-06-22 CDRPA
Moved by:	W. Alan Loeb sack
Seconded by:	Richard DeRock
	To authorize the CEO to award and sign the contract with Empire Well Drilling, LLC in the amount of \$197,376.75 (including WSST), to establish an overall project budget of \$217,115.00 for the Malaga Vicinity Test Well #1 Project, and to authorize the CEO to add drilling a monitoring well to the scope of work, if favorable conditions exist, so along as the total added cost does not exceed \$50,000.00.

Motion passed 6-0

Demolition and Disposal of Malaga Mobile Homes and Outbuildings

Pursuant to the purchase and sale agreements with Microsoft for the former Curtis and Torres properties, the Regional Port made a commitment to remove all mobile homes, outbuildings, and personal property prior to closing. Staff is seeking authorization to solicit bids for the demolition and disposal of the remaining structures. After discussion, the following motion was made:

Motion No.
Moved by:
Seconded by:

09-07-22 CDRPA
Richard DeRock
W. Alan Loeb sack
To authorize the CEO to seek bids and award the contract for the Demolition and Disposal of the Malaga Mobile Homes and Outbuildings, with an overall project budget not to exceed \$150,000.

Motion passed 6-0

Chelan County PUD IB #5 Lease Extension

Lough provided information on the Chelan County PUD lease for Industrial Building #5, located in the Olds Station Business Park. It will expire on September 30th and the PUD has requested to extend their lease for another 17 months. The following motion was made:

Motion No.
Moved by:
Seconded by:

09-08-22 CDRPA
Richard DeRock
Mark Spurgeon
To authorize the CEO to sign a Lease Addendum with the Chelan County PUD for Industrial Building #5 in the Olds Station Business Park.

Motion passed 6-0

Frito Lay IB #9 Lease Extension

Lough presented details on the Frito Lay lease. Frito Lay has requested a 12-month lease extension for Industrial Building #9 in the Olds Station Business Park. The following motion was made:

Motion No.
Moved by:
Seconded by:

09-09-22 CDRPA
W. Alan Loeb sack
Richard DeRock
To authorize the CEO to sign a Lease Addendum with Frito Lay for Industrial Building #9 in the Olds Station Business Park.

Motion passed 6-0

Director Baldwin called for a 10-minute break at 10:27 a.m., meeting reconvened at 10:37 a.m.

INFORMATIONAL ITEMS:

Chelan Airport Waterline Project – Kuntz presented a draft local cost share formula between Chelan County, City of Chelan, and the Regional Port. The Board asked for additional information regarding how the water will be allocated between the airport and other uses, such as housing.

Governmental Affairs Representation – Kuntz provided an overview of the 2023 Regional Port Washington State legislative priorities and whether hiring a consultant to assist deemed necessary. The Board authorized Kuntz to issue an RFP.

Parcels Hangar/Waterville Airport – Kuntz stated the Parcels Hangar will be purchased for \$190,000 and Port of Douglas County funds will be used.

Cashmere Mill District Update – Kuntz discussed the need to obtain an NFA (No Further Action) letter from the Department of Ecology to market the center section of the Mill District previously declared surplus.

Virtower Monthly Update– Moyers presented the August 2022 Virtower report that summarizes the takeoffs and landings for Pangborn, Lake Chelan, and Mansfield Airports.

MISCELLANEOUS STAFF REPORTS:

Lough provided information and updates including:

-PFC Application for both the Taxiway A and MALSR Projects have been approved.

Moyers provided information and updates including:

-Chelan Airport had their Environmental Assessment kickoff meeting.

de Mestre provided information and updates including:

-The Waterville Airport Lighting Project Contract has been issued to Colvico, Inc. It seems that there are some procurement issues and updates will be forthcoming.

Russ provided information and updates including:

-Airport fence repair estimate will be \$25,000. In March 2022 a vehicle drove through this portion. Russ also mentioned that this has been the 4th time this section of fence has been damaged due to vehicles.

Cridlebaugh provided information and updates including:

-NCW Tech Innovator Awards Luncheon is on September 21st. Cridlebaugh mentioned that the Port has a table with 8 seats available if anyone has an interested in attending. One of the Regional Port's tenants, Streamline Fulfillment, is a finalist for Entrepreneur of the Year.

PUBLIC COMMENTS: An opportunity for public comment was provided. No public comments were received.

REVIEW CALENDAR OF EVENTS: Several dates and events were reviewed.

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

Director Baldwin called for a 5-minute break at 12:45 p.m., meeting reconvened at 12:50 p.m. for an Executive Session.

EXECUTIVE SESSION:

Executive session was announced at 12:50 p.m. for a period of thirty-minutes with no action anticipated at the conclusion of the session. The purpose consisted of RCW 42.30.100(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price and RCW 42.30.110(1)(i) to discuss with legal counsel litigation, potential litigation, and/or legal risks. The session was extended at 1:20 p.m. for an additional fifteen-minutes. Executive session concluded at 1:35 p.m.

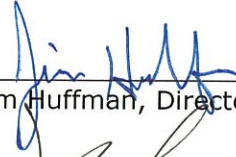
Meeting reconvened in Regular Session and was immediately adjourned at 1:35 p.m. with no action taken.

Signed and dated this 27th day of September 2022.


CHELAN DOUGLAS REGIONAL PORT AUTHORITY



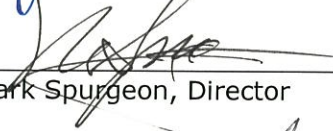
JC Baldwin, Director



Jim Huffman, Director



Donn Etherington, Director



Mark Spurgeon, Director



Richard DeRock, Director



W. Alan Loebisack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
OWNERSHIP ALLOCATION MEMO
REAL PROPERTY ACQUIRED AFTER JANUARY 1, 2020
DOUGLAS COUNTY, WA PARCEL #22210840008 (Van Well)**

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

The Board of Directors approved the purchase of approximately 9.29 acres of real property from Van Well Nursery, Inc. adjacent to the Airport, and within the Airport Runway Protection Zone, identified as Douglas County, WA Assessor's Tax Parcel Number 22210840008. Funds held by the Chelan Douglas Regional Port Authority were used for the entirety of the purchase of \$840,523.80. Neither the Port of Chelan nor the Port of Douglas issued separate debt or entered into a joint financing plan for the capital purchase.

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

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

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

Signed and dated this 13th day of September, 2022.


CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Donn Etherington, Director



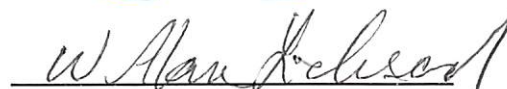
Richard DeRock, Director



Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loebsock, Director