

Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
October 11th, 2022
9:00 am

Present:

Directors:

Donn Etherington, Director (Zoom)
Jim Huffman, Director
JC Baldwin, Director

W. Alan Loeb sack, Director
Mark Spurgeon, Director
Richard DeRock, Director (Zoom)

Staff:

Jim Kuntz, Chief Executive Officer
Ron Criddlebaugh, Director of Econ. Dev.
Trent Moyers, Director of Airports
Craig Larsen, Bus. Dev. Mngr.
Stacie de Mestre, Capital Projects Mngr.
Ron Russ, Property & Maintenance Mngr.
Tricia Degnan, CTC Manager (Zoom)

Sarah Deenik, Comm. Specialist
Julie Avis, Acct. Specialist (Zoom)
Lorena Amador, Acct. Specialist (Zoom)
Brooke Lammert, Executive Assistant
Bobbie Chatriand, Admin Assistant
Laura Camarillo-Reyes, Admin Asst. (Zoom)
Colby Goodrich, FBO Manager (Zoom)

Legal Counsel:

Quentin Batjer, Davis Arneil Law Firm, LLP

Guests:

Spencer Taylor, Eastmont School Dist.
Jason Taylor, KPQ (Zoom)
Steve Wilkinson, Wenatchee Chamber (Zoom)
Jerri Barkley, Executive Director, Visit Chelan Co. (Zoom)

David Hulse, ALCOA (Zoom)
Emily Thornton, Wenatchee World (Zoom)
John Alt, Mayor of Entiat (Zoom)

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

Introductions: Kuntz introduced new employee Brooke Lammert. Lammert is the new Executive Assistant at the Chelan Douglas Regional Port Authority.

Conflicts of Interest: None

PUBLIC COMMENTS: Spencer Taylor from the Eastmont School District presented information on the upcoming Phase 2 School Bond. The Phase 1 Levy was complete in 2016; Phase 2 is the final phase. The Eastmont School District Board passed a resolution to submit a \$185 million bond proposition to district voters on the November 8, 2022 general election ballot. Taylor presented a fact sheet, the taxpayer impact, and provided examples of what the Bonds will be used for.

CDRPA CONSENT AGENDA

The Chelan Douglas Regional Port Authority Consent Agenda consisting of minutes from the September 27th, 2022 Meeting Minutes, September 27th, 2022 Tri-Commission Special Meeting Minutes, Resolution No. 2022-10 Voiding Check No. 10365, and Check Register Pages #2022-37 through #2022-39, including Electronic Transfers was presented. Director Etherington mentioned two errors; all errors will be corrected.

Motion No.
Moved by:
Seconded by:

10-01-22 CDRPA
W. Alan Loeb sack
Mark Spurgeon
To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of September 27th, 2022 Meeting Minutes, September 27th, 2022 Tri-Commission Special Meeting Minutes, Resolution No. 2022-10 Voiding Check No. 10365, and Check Register Pages #2022-37 through #2022-39, including Electronic Transfers.

Motion Passed 6-0

PODC CONSENT AGENDA

The Port of Douglas County Consent Agenda consisting of Check Register Page #2022-02 was presented.

Motion No.
Moved by:
Seconded by:

10-02-22 PODC
W. Alan Loeb sack
Mark Spurgeon
To approve the Port of Douglas County Consent Agenda consisting of Check Register Page #2022-02.

Motion passed 3-0

CDRPA ACTION ITEMS:

Confluence Technology Center – PUD Lease Extension for Suites LL1 and 201

Degnan notified the Board that the Chelan County PUD has requested the extension of their lease through February 28, 2024. In addition to the base rent listed at \$500,000 per year, the PUD also reimburses the Port for 38% of electrical and natural gas services. Discussion ensued and the following motion was made:

Motion No.
Moved by:
Seconded by:

10-03-22 CDRPA
Mark Spurgeon
Jim Huffman
To authorize the CEO to sign the lease extension agreement, ending February 28, 2024 with the Chelan County Public Utility District for Suites LL1 and 201.

Motion passed 6-0

Authorization to Proceed with Bidding – General Aviation Terminal Building Project

At the April 26, 2022 Board of Directors Meeting, staff was given authorization to award a contract to ALSC Architects to design the Pangborn General Aviation Building Remodel. All plans and specifications are completed and are ready to be put out to bid. However, this week a potential federal funding source for a portion of this project was identified. In order to take advantage of that opportunity, bidding documents will need to be revised to meet FAA design and construction requirements. Therefore, this project will be bid at a later date. There was no action taken, and this will be discussed further at a later Board Meeting.

Director Baldwin called for a 10-minute break at 10:09 a.m. The meeting reconvened at 10:19 a.m.

INFORMATIONAL ITEMS:

Rates & Charges – 2023 Proposed – The proposed Rates & Charges for 2023 were presented for Board review. Staff will seek Board approval at the October 25th meeting.

The Trades District – Architectural/Engineering Services – Design West Architects have been chosen for the project and negotiations on a final contract are currently being worked on. The contract will be brought to the Board for approval at the next meeting.

Taxiway Alpha Project – Selland Construction/Prevailing Wage Rate Impact– de Mestre provided an update on the Taxiway A Realignment Project. The low bidder was Selland Construction, Inc., and the bid was under the engineers estimate. Due to the fact that the bid was awarded over six months after the bid opening, the Prevailing Wage Rate had significantly changed. de Mestre presented a prevailing wage comparison to summarize the increased labor costs, which is approximately \$200,000. de Mestre also reported the Washington State Department of Aviation division has awarded a \$600,000 grant for the Taxiway Project.

Cashmere Mill District – Woody Debris Removal Update – Work to excavate woody debris is over halfway done, but 50% more debris than anticipated has already been removed. de Mestre will work with consultants to redefine excavation lines to leave anything to the west untouched. Focus will continue on the area that is being cleared for potential development. The Board will continue to be updated as this project progresses.

MALSR Project – Project update – Kuntz updated the Board that the project is going well with special thanks to Douglas County Commissioners for the timely issuing of a building permit. Grading and seeding of the area is being planned for ease of future maintenance.

Director DeRock left the meeting at 11:15 a.m.

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- Kuntz gave an update on the Chelan Airport Waterline Project.
- Kuntz gave an update on planned improvements for Highway 28 (heading out towards Rock Island). Current plan is for better turning pockets and potentially reducing the speed limit. It was mentioned that the Rock Island Mayor is in opposition to the reduction in speed and Director Baldwin suggested that this issue go through the Transportation Council. Kuntz agrees to inform the Mayor of Rock Island.

Moyers provided information and updates including:

- Moyers updated staff that the airport terminal hours have changed; the terminal will now only be open from 7:30 am – 6:00 pm.
- Moyers provided a Virtower report update. Pangborn had 1,636 total landings and takeoffs; Chelan Airport had 756 total landings and takeoffs; Mansfield had a total of 4 landings and takeoffs.

de Mestre provided information and updates including:

- de Mestre gave an update on the Pangborn Airport Executive Hangar Development design phase.
- Updated the Board on the 5th Street PUD Proposal process.

Russ provided information and updates including:

- Russ notified the Board that he has received bids for snow removal.
- Russ also provided an update on a truck that the Port ordered 18 months ago. The truck is finally at Sangster Motors and will be at the Port shortly.
- Russ is also working on hiring seasonal staff for the winter months.

Degnan provided information and updates including:

- Degnan provided an update on the homeless activity in Olds Station Business Park. There is a great concern for safety and there are currently extra security measures being put in place.

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

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

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

EXECUTIVE SESSION:

Executive session was announced at 12:15 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)(c) to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price (final action selling or leasing public property shall be taken in a meeting open to the public). Executive session concluded at 12:45 p.m.

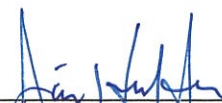
The meeting reconvened in Regular Session with no action taken and was immediately adjourned at 12:45pm.

Signed and dated this 25th day of October 2022.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Jim Huffman, Director



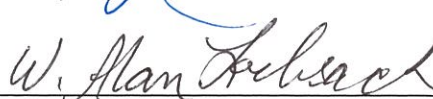
Donn Etherington, Director



Mark Spurgeon, Director



Richard DeRock, Director



W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2022-10
RESOLUTION TO VOID CHECK NO. 10365**

Whereas Check No. 10365 in the amount of \$1,114.72, payable to Greater Wenatchee Irrigation District, on Register Page No. 2022-37 was created and signed on September 15th, 2022.

Whereas check issued was a duplicate payment on an invoice and subsequently returned to the Port Authority uncashed by Greater Wenatchee Irrigation District. The returned check is to be voided.

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. 10365 be declared VOID.

Dated this 11th day of October 2022.

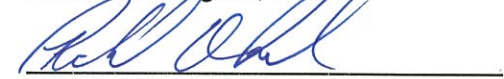
Chelan Douglas Regional Port Authority



JC Baldwin, Director



Donn Etherington, Director



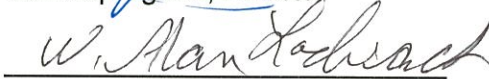
Richard DeRock, Director



Jim Huffman, Director



Mark Spurgeon, Director



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