

**Board of Directors**  
**Chelan Douglas Regional Port Authority**  
**Board Retreat Meeting Minutes**  
**Warm Springs Inn**  
**October 18<sup>th</sup>, 2021**  
**10:00 am**

**Present:**

**Directors**

JC Baldwin, Director  
Rory Turner, Director  
Donn Etherington, Director (Zoom)

Jim Huffman, Director  
W. Alan Loeb sack, Director  
Mark Spurgeon, Director

**Staff**

Jim Kuntz, Chief Executive Officer  
Monica Lough, Director of Finance & Admin.  
Ron Criddlebaugh, Dir. of Economic Dev.  
Tricia Degnan, CTC Manager  
Cami Harris, Executive Assistant  
Bealinda Tidd, Accounting Specialist

Trent Moyers, Director of Airports  
Ron Russ, Property Mgr.  
Craig Larsen, Business Dev. Mgr.  
Stacie de Mestre, Capital Projects Mgr.  
Sarah Deenik, Marketing & Com.  
Esther McKivor, Accounting Specialist

**The Chelan Douglas Regional Port Authority Board Retreat was called to order at 10:00 am.**

**CEO Kuntz reviewed the agenda for the day.**

**CDRPA Retreat** – Kuntz led the retreat. Topics and discussions included:

- **Review of CTC Core & Shell Project**
- **2021 in Review**
- **2021 Budget Outlook**
  - Cash Carry Forward Balance Projections
  - Revenue & Expense Pie Charts
  - Cash Reserve Policy
  - Ports Tax Levy Rates
  - Debt Service Schedules
  - Levy Allocation per Community
  - 2022 Preliminary Budget
  - Tenant Lease Expiration Dates
- **Investment Philosophy**
  - Use of Tax Levy
  - What Matters
  - Capital Allocation Matrix
  - Return on Investment

- **Specific Project Reviews**
  - FAA Projects
    - 5-Year Capital Improvement Plan
    - Passenger Facility Charges – Use Plan
  
- **Review Proposed 2022 Capital Projects** - Staff reviewed proposed Capital Projects. The Board provided input and requested Staff incorporate their input into the draft 2022 Budget.
  
- **2022 Legislative Priorities**
  - State
  - Federal
  
- **Miscellaneous Discussions**
  - Regional Port Check In
  - Partners in Economic Development Programs
  - Airport Vision
  - Community Outreach/Public Relations
  - Lack of Industrial Zoned Property

No action was taken during the retreat.

**The meeting was adjourned at 4:00 pm.**

Signed and dated this 26<sup>th</sup> day of October, 2021.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

  
 \_\_\_\_\_  
 JC Baldwin, Director

  
 \_\_\_\_\_  
 Jim Huffman, Director

  
 \_\_\_\_\_  
 Donn Etherington, Director

  
 \_\_\_\_\_  
 Mark Spurgeon, Director

  
 \_\_\_\_\_  
 Rory Turner, Director

  
 \_\_\_\_\_  
 W. Alan Loebsock, Director