

**Chelan Douglas Regional Port Authority
Meeting Agenda
March 8th, 2022
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 February 23rd, 2022 Meeting; CDRPA Resolution No. 2022-04 Voiding Checks #9268 & #9352; and Check Register Pages #2022-06-#2022-08, including Electronic Transfers

V. PRESENTATION

- **City of East Wenatchee Strategic Plan** – Mayor Jerrilea Crawford – 9:15 am

VI. CDRPA ACTION ITEMS

- (1) CDRPA Resolution No. 2022-03 2022 Delegation of Authority
- (2) Revised SoCo Crossing Timeline Request
- (3) Authorization to Enter into Purchase & Sale Agreement – Van Well Nursery near Pangborn Airport
- (4) Memorandum of Understanding – TREAD
- (5) Waterville Ambulance Service – Request of Temporary Use of Parcels Hangar at Waterville Airport

VII. CDRPA INFORMATIONAL ITEMS (Board may take action on any items listed)

- Taxiway Alpha Update
- FAA Capital Improvement Plan
- Hangar Pad Development - Pangborn Airport
- Airport Contractor Yards Update

VIII. MISCELLANEOUS STAFF REPORTS

- CEO
- Director of Finance & Administration
- Director of Airports
- Director of Economic & Business Development
- Public Works & Capital Projects Manager
- Property & Maintenance Manager
- CTC Manager

IX. PUBLIC COMMENT

X. REVIEW CALENDAR OF EVENTS

XI. ITEMS FROM BOARD OF DIRECTORS

XII. 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))

XIII. ADJOURN

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.



Board of Directors
SUGGESTED MOTIONS
March 8th, 2022

IV. CDRPA CONSENT AGENDA

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of February 23rd, 2022 Meeting; CDRPA Resolution No. 2022-04 Voiding Checks #9268 & #9352; and Check Register Pages #2022-06-#2022-08, including Electronic Transfers, as presented.

VI. CDRPA ACTION ITEMS

1. CDRPA Resolution No. 2022-03 2022 Delegation of Authority

To adopt CDRPA Resolution No. 2022-03 approving the 2022 CEO Delegation of Authority, as amended.

2. Revised SoCo Crossing Timeline Request

To authorize the CEO to negotiate and sign Amendment #3 to the SPORT Wenatchee, LLC Purchase & Sale Agreement addressing the following matters:

- To change the Building Permit & Financing date to June 1, 2022.

3. Authorization to Enter into Purchase & Sale Agreement – Van Well Nursery near Pangborn Airport

To authorize the CEO to enter into a Purchase & Sale Agreement with Van Well Nursery for property near Pangborn Memorial Airport.

4. Memorandum of Understanding – TREAD

To authorize the CEO sign the Memorandum of Understanding with TREAD.

5. Waterville Ambulance Service – Request of Temporary Use of Parcels Hangar at Waterville Airport

To authorize the Waterville Ambulance Service to use the Nimfa Parcels hangar at the Waterville Airport for a non-aeronautical use for a period not to exceed one year (March 8, 2023) subject to any approvals needed from the Douglas County Planning Department.



**Board of Directors
Chelan Douglas Regional Port Authority
Special Meeting Minutes
February 23, 2022
9:00 am**

Present:

Directors:

JC Baldwin, Director
Rory Turner, Director
Donn Etherington, Director

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

Staff:

Jim Kuntz, Chief Executive Officer
Trent Moyers, Director of Airports
Stacie de Mestre, Capital Projects Manager
Sarah Deenik, Comm. Specialist (Zoom)
Tricia Degnan, CTC Manager (Zoom)

Monica Lough, Dir. of Finance & Admin.
Quentin Batjer, Legal Counsel
Cami Harris, Executive Assistant
Pete Fraley, Legal Counsel (Zoom)
Bealinda Tidd, Acct. Specialist (Zoom)

Guests:

Chris Mansfield, T.O. Engineers (Zoom)

Kyle Lamb, KPQ (Zoom)

The Chelan Douglas Regional Port Authority Board Meeting was called to order at 9:03 am.

Introductions were made.

Conflict of Interest: None

CDRPA CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of February 8th, 2022 Meeting; and January 2022 Commission Calendar, was presented and the following action was taken.

Motion No.

Moved by:

Seconded by:

02-11-22 CDRPA

W. Alan Loeb sack

Mark Spurgeon

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of February 8th, 2022 Meeting; and January 2022 Commission Calendar, as presented.

Motion passed 6-0.

CDRPA ACTION ITEMS:

CDRPA Resolution No. 2022-02 – CDRPA Resolution No. 2022-02 Rules Governing Transaction of Business was presented. This Resolution was amended following the previous meeting to include two items, per Board suggestion. The Following action was taken:

Motion No.
Moved by:
Seconded by:

02-12-22 CDRPA
Mark Spurgeon
Rory Turner
To adopt Chelan Douglas Regional Port Authority Resolution No. 2022-02 approving Rules Governing the Transaction of Business for the Chelan Douglas Regional Port Authority.

Motion passed 6-0.

Authorization to Seek Bids – Pangborn Airport Taxiway A Realignment Project – Kuntz & deMestre provided information on the Taxiway A Realignment Project including work to be completed in phases, the current Engineer’s estimate, and the proposed timeline for the project. The Airport will apply for FAA grant funds which will fund 90% of the project. Discussions ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

02-13-22 CDRPA
Mark Spurgeon
Jim Huffman
To authorize the CEO to seek bids for the Pangborn Memorial Airport Taxiway A Realignment Project.

Motion passed 6-0.

Authorization to Solicit Qualifications for Architectural Services – Pangborn Memorial Airport General Aviation Terminal Building – Kuntz & deMestre provided information on the General Aviation Terminal Building Project Architectural Design Phase including the proposed timeline. The Board asked a host of questions, and the following action was taken:

Motion No.
Moved by:
Seconded by:

02-14-22 CDRPA
Jim Huffman
Rory Turner
To authorize the CEO to solicit Qualifications for Architectural Services for the Pangborn Memorial Airport General Aviation Terminal Building remodeling project.

Motion passed 6-0.

Executive Flight Jet A Reclaim & Fuel System Improvements Project – Kuntz & Russ provide information on the Jet A Reclaim & Fuel System Improvement Project. The project includes repair of the anti-icing fuel injection system and the installation of a sump fuel reclaim system. Granite Petroleum was the sole bid for the project. Discussions ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

02-15-22 CDRPA
Rory Turner
W. Alan Loeb sack
To authorize the CEO to award the Jet A Reclaim & Fuel System Improvements Project to Granite Petroleum in the amount of \$61,581.55 including Washington State Sales Tax and to establish an overall project budget in the amount of \$65,000.

*Motion passed 5-1.
Commissioner Spurgeon Nay.*

Authorization to Purchase the Darlene K. Curtis Property in Malaga – Kuntz reported the Port of Chelan County has an Option to Purchase Agreement in place to purchase the Darlene Curtis Property in Malaga. Kuntz recommended the Board proceed with purchasing the property. The following action was taken:

Motion No.	02-16-22 CDRPA
Moved by:	Jim Huffman
Seconded by:	Donn Etherington
	To authorize the CEO to purchase the Darlene K. Curtis Property in Malaga.

Motion passed 6-0.

Partners in Economic Development Application – Wenatchee River Institute – Kuntz reviewed the Wenatchee River Institute Partners in Economic Development application. After Board discussion, it was decided to take no action on this item.

POCC ACTION ITEM:

POCC Resolution No. 2022-03 – POCC Resolution No. 2022-03 Rules Governing Transaction of Business was presented. This Resolution was amended following the previous meeting to include two items, per Board suggestion. The following action was taken.

Motion No.	02-17-22 POCC
Moved by:	Donn Etherington
Seconded by:	Rory Turner
	To adopt Port of Chelan County Resolution No. 2022-03 approving Rules Governing the Transaction of Business for the Port of Chelan County.

Motion passed 3-0.

PODC ACTION ITEM:

PODC Resolution No. 2022-02 – PODC Resolution No. 2022-02 Rules Governing Transaction of Business was presented. This Resolution was amended following the previous meeting to include two items, per Board suggestion. The following action was taken.

Motion No.	02-18-22 PODC
Moved by:	Mark Spurgeon
Seconded by:	W. Alan Loeb sack
	To adopt Port of Douglas County Resolution No. 2022-02 approving Rules Governing the Transaction of Business for the Port of Douglas County.

Motion passed 3-0.

Director Baldwin called for a 10-minute break at 10:15 am; meeting reconvened at 10:25 am.

INFORMATIONAL ITEMS:

SoCo Crossing Project – Covenants & Revised Timeline PSA – deMestre reviewed modifications to the Purchase & Sale Agreement as requested by SPORT Wenatchee, LLC. Discussions ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

02-19-22 CDRPA

Rory Turner
Mark Spurgeon

To authorize the CEO to negotiate and sign an amendment to the SPORT Wenatchee, LLC Purchase & Sale Agreement addressing the following matters:

- To change the Building Permit Date to May 1, 2022.
- To show proof of financing for the purchase price of the property plus the estimated construction costs for Phase 1 on or before the Building Permit Date.
- To account for phasing and the value of the improvements in the Option to Repurchase.

Motion passed 6-0.

4th Qtr. 2021 Pangborn Airport Activity Report – Moyers reviewed the 4th Qtr. 2021 Airport Activity Report including enplanements, fuel sales, and rental car revenue.

December 2021 & January 2022 Pangborn Airport Parking Reports – Moyers reviewed the Parking Reports for December 2021 & January 2022.

MISC STAFF REPORTS:

Kuntz provided information and updates including:

- Recently met with Douglas County regarding requirements for potential Contractor Yards at the Airport. More information will be brought to the Board at an upcoming meeting.
- Discussion on .09 Sales Tax Fund as it relates to the fund including Workforce Housing.
- Work continues on Chelan County PUD 5th Street Campus RFP.
- Meeting with senior leadership at Douglas County PUD this week regarding their Hydro Project.
- NCW Tech Alliance Tech Tour will be held at Executive Flight this Friday at noon.

Lough provided information and updates including:

- Received our invoice for the 2021 Chelan County Election costs: \$53,776.
- Working on legally transferring several prior Pangborn buildings to the Regional Port Authority through Douglas County.
- Attended a Chelan County Levy Workshop last week.

Moyers provided information and updates including:

- New FBO Manager, Colby Goodrich, started on February 14th.
- Will attend a PFC Consultation meeting on March 24th.
- Update on Lake Chelan Airport including status of their Environmental Assessment and the installation of the VirTower System; it is currently up and running.
- August 6th is Pangborn Aviation Day/Airport Open House.

de Mestre provided information and updates including:

- Update on the Chelan County PUD 5th Street Campus RFP project timeline.
- Working on a long-term agreement with Chelan County PUD for Orondo River Park management.
- Update on the EPA Brownsfield Grant; several projects are being completed using a portion of the funds. Looking for more qualified projects.

Russ provided information and updates including:

- Update on the irrigation water at the Airport; working with Greater Wenatchee Irrigation District on the project. New water meters must be installed prior to the Airport receiving irrigation water for 2022.

Cridlebaugh provided information and updates including:

- Reported on a potential tenant for the 3306 Building.
- Economic Development Department has resumed Trade Show attendance.

PUBLIC COMMENT – An opportunity for public comment was provided; however, no public comments were received.

REVIEW CALENDAR OF EVENTS: Did not review.

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

EXECUTIVE SESSION:

An Executive Session was called at 12:15 pm for 30-minutes 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)). Executive Session was extended at 12:45pm for 10-minutes.

Meeting reconvened in Regular Session and was immediately adjourned at 12:55 pm with no action taken.

Signed and dated this 8th day of March, 2022.

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. 2022-04
RESOLUTION TO VOID CHECK NO. 9268 & 9352**

Whereas Check No. 9268 in the amount of \$2,500.00, payable to Our Valley Our Future, on Register Page No. 2022-01 was created and signed on January 14, 2022.

Whereas check issued is lost, and replacement check No. 9471 will be issued for same amount.

Whereas Check No. 9352 in the amount of \$224.23, payable to Office Depot, on Register Page No. 2022-05 was created and signed on January 31, 2022.

Whereas check issued is lost, and replacement check No. 9470 will be issued for same amount.

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.'s 9268 and 9352 be declared VOID.

Dated this 8th day of March, 2022.

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
Check Register Listing
2022-February**

Date Issued	Register #	Reason	First #	Last #	Amount
02/01/22		WA Dept of Revenue - Leasehold Tax		ACH	\$86,853.13
02/15/22		Payroll Mid-month Draws		ACH	\$1,000.00
02/15/22	2022-06	Mid-Month Payables	9373	9432	\$442,640.79
02/28/22		WA Dept of Revenue - Sales Tax		ACH	\$4,377.57
02/28/22	2022-07	February 2022 Payroll	9433	9435	\$246,818.44
02/28/22	2022-08	Month-end Payables	9436	9491	\$460,663.25

Transactions for approval March 8, 2022 total: \$1,242,353.18

We, the undersigned Directors of the Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify the merchandise or services hereinafter have been received and that the checks listed above are approved for payment.

Chief Executive Officer _____
 Dir of Finance & Admin. Monica Leigh _____
 Director Baldwin _____
 Director Etherington _____
 Director Huffman _____
 Director Loeb sack _____
 Director Spurgeon _____
 Director Turner _____

**Chelan Douglas Regional Port Authority
Check Register
2022-06**

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval February 15, 2022 checks 9373 - 9432 in the amount of **\$ 442,640.79**

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
<u>CASHMERE MILL DISTRICT</u>				
02/15/2022	Chelan County PUD	Electricity	9385	2,972.19
02/15/2022	City of Cashmere	Water/Sewer	9388	371.44
02/15/2022	Waste Management	Monthly Service	9426	493.68
Net Cashmere Mill District				\$3,837.31
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
02/15/2022	Banner Bank	Subscriptions and Renewals	9381	158.29
02/15/2022	Chelan County PUD	Electricity/Water	9385	8,197.15
02/15/2022	City of Wenatchee	Wastewater/Sewer & Storm Drain	9389	767.15
02/15/2022	Crown Paper & Janitorial Supply	Ice Melt/Janitorial Supplies	9395	923.50
02/15/2022	Express Services, Inc.	Admin Asst	9401	420.88
02/15/2022	GFC Services	Custodial Services/Room Setup & AV Cleaning	9406	5,373.52
02/15/2022	Home Depot Pro	Painting & Maintenance Supplies	9408	93.99
02/15/2022	Lowe's	Maintenance Supplies	9411	105.42
02/15/2022	North Central ESD	Video Conference Services - January	9416	7,375.50
02/15/2022	Office Depot	Office Supplies	9431	77.48
02/15/2022	Pacific Security	Patrol Service - January	9420	373.70
02/15/2022	Waste Management	Monthly Service	9426	1,083.71
02/15/2022	Weinstein Beverage Co.	Coffee Service	9427	147.98
Net Confluence Technology Center				\$25,098.27
<u>DOWNTOWN WENATCHEE SOUTH</u>				
02/15/2022	Chelan County PUD	Utilities	9385	1,376.02
02/15/2022	City of Wenatchee	Utilities	9389	728.62
02/15/2022	Home Depot Pro	Maintenance Supplies	9408	147.24
Net Downtown Wenatchee South				\$2,251.88
<u>OLDS STATION BUSINESS PARK</u>				
02/15/2022	Banner Bank	SmartSign	9378	179.73
02/15/2022	Chelan County PUD	Electricity/Water	9385	1,530.92
02/15/2022	City of Wenatchee	Sewer & Storm Drain	9389	879.44
02/15/2022	Lowe's	Maintenance Supplies	9411	20.59
02/15/2022	Motor Mart Electric Motors, LLC	Maintenance Supplies	9414	156.38
02/15/2022	Waste Management	Monthly Service	9426	134.45
Net Olds Station Business Park				\$2,901.51
<u>PANGBORN AIRPORT</u>				
02/15/2022	Ag Supply Co.	Maintenance Supplies & Offroad Diesel Bulk	9373	1,866.45
02/15/2022	Avfuel Corp	Jet Fuel	9374	32,639.55
02/15/2022	Banner Bank	Maintenance Supplies	9376	1,596.48
02/15/2022	Banner Bank	Airfield & Equip Maintenance, Membership Renewal	9378	219.93
02/15/2022	Banner Bank	Terminal & Airfield Maintenance Supplies	9382	807.69
02/15/2022	Banner Bank	FBO Expenses, Membership & Subscriptions	9383	2,453.14

**Chelan Douglas Regional Port Authority
Check Register
2022-06**

02/15/2022	Cintas Corporation	Uniforms	9387	187.78
02/15/2022	Douglas County Fire District #2	Interlocal Agmt - Holiday Coverage 2021	9397	1,776.36
02/15/2022	Douglas County PUD	Airfield & Terminal Electricity	9430	5,410.00
02/15/2022	Fastenal Company	Maintenance Supplies	9402	111.58
02/15/2022	Ferguson Enterprises, Inc.	Restroom Maintenance Supplies	9403	703.66
02/15/2022	Firefly	Computer, docking, monitor and printer	9404	4,049.31
02/15/2022	FlashParking, Inc.	Monthly Service	9405	366.05
02/15/2022	Home Depot Pro	Janitorial & Maintenance Supplies	9408	566.81
02/15/2022	Jerry's Auto Supply	Vehicle Maintenance Supplies	9410	115.64
02/15/2022	Lowe's	Maintenance Supplies	9411	226.75
02/15/2022	Moon Security Services, Inc	Security Service	9413	47.70
02/15/2022	North Cascades Heating & A/C, Inc	Heater Maint. in TSA Baggage Screening Area	9415	319.78
02/15/2022	Oxarc Inc.	Cylinder Rental	9418	81.80
02/15/2022	Platt Electric Supply	Aviation, Terminal & Airfield Maintenance	9421	1,447.13
02/15/2022	Volaire Aviation Inc	Air Service Development Retainer - Feb 2022	9425	4,000.00
02/15/2022	Waste Management	Monthly Service	9426	816.66
	Net Pangborn Airport			<u><u>\$59,810.25</u></u>

PANGBORN AIRPORT BUSINESS PARK

02/15/2022	Douglas County PUD	Electricity	9430	2,353.00
02/15/2022	Platt Electric Supply	Bulbs for CWICC	9421	428.10
02/15/2022	York Building Services, Inc.	Janitorial Service	9429	1,535.00
	Net Pangborn Airport Business Park			<u><u>\$4,316.10</u></u>

RPA OFFICE/AVIATION CENTER

02/15/2022	Consolidated Electrical Distributors, Inc	Electrical Wire	9392	108.50
02/15/2022	Douglas County PUD	Electricity	9430	1,350.00
02/15/2022	Ferguson Enterprises, Inc.	Maintenance Supplies - CWICC	9403	20.46
02/15/2022	TK Elevator	Gold Service Renewal - Full Maintenance	9432	3,793.55
02/15/2022	Waste Management	Monthly Service	9426	570.63
	Net RPA Office/Aviation Center			<u><u>\$5,843.14</u></u>

LAKE CHELAN AIRPORT

02/15/2022	Banner Bank	Lightning Arrestor	9378	42.16
02/15/2022	Banner Bank	Virtower - Monthly Service	9383	400.00
02/15/2022	Chelan County PUD	Utilities	9385	23.76
	Net Lake Chelan Airport			<u><u>\$465.92</u></u>

MANSFIELD AIRPORT

02/15/2022	Banner Bank	Lightning Arrestor	9378	42.16
02/15/2022	Banner Bank	Virtower - Monthly Service	9383	400.00
02/15/2022	Douglas County PUD	Utilities	9430	34.00
02/15/2022	Douglas County PUD	Utilities	9430	15.00
	Net Mansfield Airport			<u><u>\$491.16</u></u>

WATERVILLE AIRPORT

02/15/2022	Banner Bank	Lightning Arrestor	9378	42.16
02/15/2022	Banner Bank	Virtower - Monthly Service	9383	400.00
02/15/2022	Douglas County PUD	Utilities	9430	41.00
	Net Waterville Airport			<u><u>\$483.16</u></u>

ORONDO RIVER PARK

02/15/2022	Douglas County PUD	Utilities	9430	74.00
	Net Orondo River Park			<u><u>\$74.00</u></u>

**Chelan Douglas Regional Port Authority
Check Register
2022-06**

<u>PYBUS INCUBATOR</u>			
02/15/2022	Chelan County PUD	Utilities	9385 139.03
	Net Pybus Incubator		<u>139.03</u>
<u>MALAGA PROPERTY</u>			
02/15/2022	Chelan County PUD	Utilities	9385 34.91
	Net Malaga Property		<u>34.91</u>
<u>ADMINISTRATIVE & GENERAL</u>			
02/15/2022	Banner Bank	Business Meals	9375 110.88
02/15/2022	Banner Bank	Memberships, Subscriptions & Supplies	9376 1,069.75
02/15/2022	Banner Bank	Subscriptions & Supplies	9379 147.36
02/15/2022	Banner Bank	Event Webinar Registration	9380 35.00
02/15/2022	Banner Bank	FBO Mgr Lunch Meeting	9383 74.06
02/15/2022	Bobbie Chatriand.	Mileage & Meeting Supplies	9384 49.75
02/15/2022	Chelan County Treasurer	Election Cost - Nov 2021	9386 53,776.00
02/15/2022	Coleman Oil Company	Port Truck Fuel	9390 188.72
02/15/2022	Concourse Financial Group Securities	Q4 Public Funds Investment Mgmt	9391 2,475.00
02/15/2022	Cordell, Neher & Company, PLLC	Prep of Forms 1099/1096 for 2021 Grants	9393 126.00
02/15/2022	Craig Larsen	PNAA Conf Meals	9394 55.00
02/15/2022	Davis Arneil Law Firm, LLP	Legal Services	9396 5,196.00
02/15/2022	Enduris	Auto Insurance - 2021 F150	9399 269.00
02/15/2022	Firefly	Monitor & GPU	9404 138.45
02/15/2022	Office Depot	Office Supplies	9431 582.47
02/15/2022	Pacific Power Batteries	Sealed Lead Acid Battery	9419 91.78
02/15/2022	Ron Cridlebaugh	Mileage	9422 23.40
02/15/2022	Valley Tractor & Rentals, Inc.	Maintenance Supplies	9424 57.83
02/15/2022	Xerox Corporation	Printer Service	9428 121.35
	Net Administrative & General		<u>64,587.80</u>
<u>BUSINESS DEVELOPMENT & MARKETING</u>			
02/15/2022	Banner Bank	Subscriptions & Car Rental for Ag Conf.	9377 737.07
	Net Business Development & Marketing		<u>737.07</u>
<u>CAPITAL PROJECTS</u>			
02/15/2022	Banner Bank	2021 F150 Registration & Accessories	9378 1,422.93
02/15/2022	Banner Bank	CTC - LG 65" TV & Ceiling Mount	9381 2,064.35
02/15/2022	Environmental Systems Design, Inc.	Malaga Site Due Diligence	9400 49,360.20
02/15/2022	Holiday-Parks, Inc.	Exec Flight Phase 2 - Progress Billing	9407 142,285.42
02/15/2022	J. R. Swigart Company, Inc.	3306 Bldg Gutter	9409 43,610.15
02/15/2022	Maul Foster Alongi, Inc.	Brownfields Coalition Grant	9412 32,826.23
	Net Capital Projects		<u>271,569.28</u>
TOTAL			<u>442,640.79</u>

Void: 9398, 9417, 9423

**Chelan Douglas Regional Port Authority
Check Register
2022-07**

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval February 28, 2022, checks 9433 - 9435, 9489 and electronic payments in the amount of:

\$ 246,818.44

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
Payroll				
02/28/22	Asplund, Randy	February 2022 Payroll	EFT	2,072.49
02/28/22	Baldwin, Janet L	February 2022 Payroll	EFT	1,210.47
02/28/22	Beidler, Camryn N	February 2022 Payroll	EFT	1,870.55
02/28/22	Camarillo Reyes, Laura	February 2022 Payroll	EFT	3,194.16
02/28/22	Chatriand, Bobbie J	February 2022 Payroll	EFT	3,204.03
02/28/22	Cridlebaugh, Ronald W	February 2022 Payroll	EFT	6,182.50
02/28/22	Day, Skylar	February 2022 Payroll	EFT	2,949.60
02/28/22	de Mestre, Stacie	February 2022 Payroll	EFT	5,834.10
02/28/22	Deenik, Sarah K	February 2022 Payroll	EFT	4,978.83
02/28/22	Degnan, Tricia E	February 2022 Payroll	EFT	4,588.67
02/28/22	Dennis, Kyle L.	February 2022 Payroll	EFT	230.88
02/28/22	Etherington, Donn	February 2022 Payroll	EFT	1,626.01
02/28/22	Flaget, Todd R	February 2022 Payroll	EFT	3,844.61
02/28/22	Goodrich, Colby	February 2022 Payroll	EFT	1,981.80
02/28/22	Harris, Camille L	February 2022 Payroll	EFT	3,285.25
02/28/22	Huffman, James D	February 2022 Payroll	EFT	1,552.01
02/28/22	Kern, Dana	February 2022 Payroll	EFT	2,773.68
02/28/22	Kuntz, James M	February 2022 Payroll	EFT	12,485.70
02/28/22	Lamb, Kenneth R	February 2022 Payroll	EFT	4,165.44
02/28/22	Lamb, Shane C	February 2022 Payroll	EFT	3,609.29
02/28/22	Larsen, Craig N	February 2022 Payroll	EFT	5,647.93
02/28/22	Loebsack, W Alan	February 2022 Payroll	EFT	1,309.39
02/28/22	Lough, Monica D	February 2022 Payroll	EFT	7,652.96
02/28/22	Martinez, Rafael	February 2022 Payroll	EFT	2,665.54
02/28/22	McKivor, Esther S	February 2022 Payroll	EFT	4,118.69
02/28/22	Moyers, Trent D	February 2022 Payroll	EFT	7,492.05
02/28/22	Orr, Marcus J	February 2022 Payroll	EFT	3,698.26
02/28/22	Quitoriano, Sal	February 2022 Payroll	EFT	461.75
02/28/22	Russ, Ronald R	February 2022 Payroll	EFT	5,922.27

02/28/22	Russell, Justin L	February 2022 Payroll	EFT	3,617.92
02/28/22	Ruud, David K.	February 2022 Payroll	EFT	461.75
02/28/22	Smith, Charles B	February 2022 Payroll	EFT	2,964.18
02/28/22	Spurgeon, Mark M	February 2022 Payroll	EFT	803.93
02/28/22	Stutzman, Lynn A.	February 2022 Payroll	EFT	411.75
02/28/22	Tidd, Bealinda	February 2022 Payroll	EFT	3,477.47
02/28/22	Turner, Rory A	February 2022 Payroll	EFT	1,820.22
02/28/22	Vargas, Manuel A	February 2022 Payroll	EFT	3,742.83
02/28/22	Bobbie Chatriand	February Sunshine fund	9489	130.00
02/28/22	Health Care Authority	March Insurance	9434	41,217.16
02/28/22	HRA VEBA Trust	February VEBA	9435	1,000.00
02/28/22	Department of Retirement Systems	February Retirement	ACH	32,786.24
02/28/22	US Treasury	February Payroll taxes	EFTPS	43,776.08
	Net Payroll			<u>246,818.44</u>

Voided: 9433

Chelan Douglas Regional Port Authority
Check Register
2022-08

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval February 28, 2022 checks 9436 - 9488, 9490-9491 in the amount of **\$ 460,663.25**

Jim Kuntz, Chief Executive Officer _____

Monica Lough, Director of Finance & Admin _____

Date Issued	Claimant	Purpose	Check Number	Amount
<u>CASHMERE MILL DISTRICT</u>				
02/28/2022	DGS Landscaping	Snow Removal Services	9449	6,595.47
02/28/2022	Local Tel Communications	Fire Alarm Services	9463	181.94
02/28/2022	North Cascades Heating & A/C, Inc	HVAC Services	9469	1,924.49
Net Cashmere Mill District				<u><u>\$8,701.90</u></u>
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
02/28/2022	Anderson Landscaping	Snow Removal Services	9439	13,405.31
02/28/2022	Chelan County PUD	Water/Fire Sprinkler	9444	199.24
02/28/2022	Express Services, Inc.	Admin Assistant	9454	2,296.78
02/28/2022	Firefly	IT Managed Svcs, Project Hardware/Software	9455	5,311.10
02/28/2022	Local Tel Communications	Fire Alarm/Telephone	9463	959.49
02/28/2022	North Cascades Heating & A/C, Inc	HVAC Services	9469	425.72
02/28/2022	Weinstein Beverage Co.	Coffee Service	9486	182.85
Net Confluence Technology Center				<u><u>\$22,780.49</u></u>
<u>DOWNTOWN WENATCHEE SOUTH</u>				
02/28/2022	Anderson Landscaping	Snow Removal Services	9439	2,728.58
02/28/2022	Cascade Natural Gas	Utilities	9443	560.26
02/28/2022	Home Depot Pro	Maintenance Supplies	9457	142.59
02/28/2022	Local Tel Communications	Utilities	9463	110.94
Net Downtown Wenatchee South				<u><u>\$3,542.37</u></u>
<u>OLDS STATION BUSINESS PARK</u>				
02/28/2022	Anderson Landscaping	Snow Removal Services	9439	15,060.11
02/28/2022	Cascade Natural Gas	Natural Gas	9443	13.78
02/28/2022	Chelan County PUD	Water	9444	549.24
02/28/2022	Local Tel Communications	Alarm Services	9463	573.42
02/28/2022	North Cascades Heating & A/C, Inc	HVAC Services	9469	564.07
02/28/2022	Oxarc Inc.	Equipment Maintenance	9472	417.51
02/28/2022	Stan's Merry Mart	Maintenance Supplies	9479	79.22
02/28/2022	Stoneway Electric Supply	Buidling Maintenance	9481	26.91
Net Olds Station Business Park				<u><u>\$17,284.26</u></u>

**Chelan Douglas Regional Port Authority
Check Register
2022-08**

PANGBORN AIRPORT

02/28/2022	Ag Supply Co.	Fuel & Fuel Tank Conversion Equipment	9436	1,504.86
02/28/2022	American Assoc. of Airport Executives	FBO Mgr Job Posting	9438	150.00
02/28/2022	Avfuel Corp	Jet Fuel & Av Gas, Refueler Rental	9490	75,330.41
02/28/2022	Cintas Corporation	Uniforms	9446	54.16
02/28/2022	East Wenatchee Water District	Domestic Water	9452	583.50
02/28/2022	Enduris	Property Insurance	9453	359.00
02/28/2022	Firefly	IT Managed Services	9455	1,734.42
02/28/2022	Home Depot Pro	Maintenance Supplies	9457	277.63
02/28/2022	Les Schwab Tire Center	Vehicle Maintenance	9462	624.99
02/28/2022	Local Tel Communications	Phone/Internet/Cable/Alarm Services	9463	846.65
02/28/2022	Long Building Technologies	Terminal Maintenance	9464	3,012.09
02/28/2022	Lowe's	Maintenance Supplies	9465	194.04
02/28/2022	Moon Security Services, Inc	Security Monitoring	9468	47.65
02/28/2022	North Cascades Heating & A/C, Inc	Non-Aviation Maintenance	9469	522.55
02/28/2022	Platt Electric Supply	Maintenance Supplies	9474	372.83
02/28/2022	RH2 Engineering, Inc.	Engineering Services	9475	559.14
02/28/2022	Star Rentals, Inc.	Aviation Maintenance	9480	503.11
02/28/2022	Sun Rental	Non-Aviation Maintenance	9482	632.55
02/28/2022	T-O Engineers	Professional Services	9483	2,547.50
02/28/2022	Todd R. Flaget	Dehumidifier Rental	9484	714.37
	Net Pangborn Airport			<u><u>\$90,571.45</u></u>

PANGBORN AIRPORT BUSINESS PARK

02/28/2022	Ag Supply Co.	Maintenance Supplies	9436	9.31
02/28/2022	Anderson Landscaping	Snow Removal Services	9439	8,566.53
02/28/2022	East Wenatchee Water District	Water	9452	112.00
02/28/2022	Harvest Valley Pest Control, Inc.	Pest Control	9456	115.88
02/28/2022	Local Tel Communications	Fire Alarm Services	9463	171.13
	Net Pangborn Airport Business Park			<u><u>\$8,974.85</u></u>

RPA OFFICE/AVIATION CENTER

02/28/2022	Ag Supply Co.	Maintenance Supplies	9436	32.50
02/28/2022	Cascade Natural Gas	Natural Gas	9443	4,482.91
02/28/2022	East Wenatchee Water District	Water	9452	262.00
02/28/2022	Keyhole Security Inc.	Keys	9461	71.02
02/28/2022	Office Depot	Office Supplies	9470	30.48
02/28/2022	Pacific Power Batteries	Maintenance Supplies	9473	1,839.99
02/28/2022	Stoneway Electric Supply	Building Maintenance	9481	2,101.02
	Net RPA Office/Aviation Center			<u><u>\$8,819.92</u></u>

WATERVILLE AIRPORT

02/28/2022	Barnes Welding	Replaced Windssock & Frame	9442	176.52
	Net Waterville Airport			<u><u>\$176.52</u></u>

ORONDO RIVER PARK

02/28/2022	Local Tel Communications	Utilities	9463	65.90
	Net Orondo River Park			<u><u>\$65.90</u></u>

PESHASTIN PROPERTY

02/28/2022	Apple Valley Pumping Service	Regular Rental	9440	90.00
	Net Peshastin Property			<u><u>\$90.00</u></u>

**Chelan Douglas Regional Port Authority
Check Register
2022-08**

ADMINISTRATIVE & GENERAL

02/28/2022	Alan Loeb sack	Mileage	9437	139.46
02/28/2022	Chelan Douglas Transportation Council	2022 Member Dues	9445	16,252.00
02/28/2022	Coleman Oil Company	Port Truck Fuel	9447	183.99
02/28/2022	Craig Larsen	Meals	9448	24.00
02/28/2022	DOH Associates	Engineering Services	9450	1,405.50
02/28/2022	Donn Etherington	Mileage	9451	54.05
02/28/2022	Firefly	IT Managed Services	9455	2,678.53
02/28/2022	J. C. Baldwin	Mileage	9459	104.13
02/28/2022	Jerry's Auto Supply	Vehicle Maintenance	9460	9.42
02/28/2022	Local Tel Communications	Telephone	9463	979.21
02/28/2022	Mark M. Spurgeon	Mileage	9466	58.38
02/28/2022	Monica Lough	Mileage	9467	45.86
02/28/2022	Office Depot	Office Supplies	9470	481.96
02/28/2022	RH2 Engineering, Inc.	Engineering Services	9475	2,116.05
02/28/2022	Ron Cridlebaugh	Mileage & Meals	9491	228.64
02/28/2022	Rory Turner	Mileage	9477	34.52
02/28/2022	Sarah K. Deenik	Mileage	9478	24.57
02/28/2022	Wenatchee Downtown Assoc.	Annual Banquet Registration	9487	105.00

Net Administrative & General

\$24,925.27

ECONOMIC DEV CONTR - Nonprofits

02/28/2022	Our Valley, Our Future	4Q Our Valley, Stronger	9471	2,500.00
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Net Economic Dev Contr - Nonprofits

\$2,500.00

CAPITAL PROJECTS

02/28/2022	Home Depot Pro	CTC TV Power Equipment	9457	33.37
02/28/2022	J-U-B Engineers, Inc.	Waterville Runway Lighting System	9458	4,553.33
02/28/2022	Lowe's	CTC Monitor Project	9465	109.65
02/28/2022	T-O Engineers	MALSR Final Design	9483	11,970.00
02/28/2022	T-O Engineers	Pangborn Taxiway A Realignment	9483	235,996.32
02/28/2022	T-O Engineers	Terminal Apron Reconstruction	9483	16,001.35
02/28/2022	Washington Appraisal Services, Inc	Van Well Appraisal Review	9485	2,850.00
02/28/2022	Wenatchee World	Taxiway Realignment Notice - Inviting Bids	9488	716.30

Net Capital Projects

\$272,230.32

TOTAL

\$460,663.25

Void: 9441, 9476

Memo

To: Board of Directors

From:  Jim Kuntz

Date: 3/3/2022

Re: Delegation of Authority

In reviewing the current CEO Managing Authority Resolution (adopted on 12-14-2021) for 2022, the paragraph authorizing me to sub-delegate certain administrative duties was left out by accident.

Please find attached a revised Managing Authority Resolution for your review. The proposed changes are highlighted in yellow.

Seeking Board approval to adopt this revised Managing Authority Resolution.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2022-03**

**DELEGATION OF AUTHORITY
CALENDAR YEAR 2022**

Whereas, RCW 53.12.270 authorizes the Commission to delegate administrative powers and duties to the Executive Director, and

Whereas, the Port Commissions of both the Port of Chelan County and the Port of Douglas County have in the past adopted policy directives delegating administrative authority to its respective Executive Director for the purpose of expeditious administration of the Ports, and

Whereas, both Port Commissions have from time to time found it necessary to amend and revise such directives due to changes in law and/or operations, and

Whereas, both Port Commissions shall, from time to time, employ a Director of Finance and Administration, who shall act as the managing official of the Port in the absence of the Executive Director, and

Whereas, on June 11, 2019 both the Port of Douglas County and the Port of Chelan County entered into an Interlocal Cooperation Agreement for the functional consolidation of Port Finances, Management and Operations, and

Whereas, the functionally consolidated organization was named the Chelan Douglas Regional Port Authority ('Port Authority'), with both Port Commissions combining into one governing body, the Board of Directors, consisting of three commissioners from the Port of Chelan County and three commissioners from the Port of Douglas County, and

Whereas, the Chelan Douglas Regional Port Authority will use RCW 53.12.270 in similar fashion to delegate administrative powers and duties to the Chief Executive Officer, and

Whereas, the Board of Directors of the Chelan Douglas Regional Port Authority now wishes to provide a master policy directive on the delegated administrative powers and duties of the Chief Executive Officer, or in the absence of the Chief Executive Officer, to the Director of Finance,

Now, Therefore, Be It Resolved by the Board of Directors of the Chelan Douglas Regional Port Authority as follows:

Section 1. The master policy directive of the Board of Directors, as set forth herein, is adopted for the purpose of establishing the delegated administrative powers and duties of the Chief Executive Officer and the Director of Finance and Administration. This policy directive will remain in effect until December 31, 2022, unless it is extended prior to that date.

Section 2. All portions of resolutions, policies or motions heretofore approved by the Board of Directors pertaining to the subject matters contained in this resolution are hereby repealed.

Section 3. The Revised Code of Washington 53.08.090 authorizes Board of Directors to delegate to the Chief Executive Officer, by resolution, the authority to sell and convey port district property with a value of \$10,000 or less. State law requires that this authority be renewed by resolution annually by the Board of Directors. Said authority is hereby authorized by the adoption of this resolution. See Section 4, Article XVIII.

Section 4. The following policy directive on the delegated administrative powers and duties of the Chief Executive Officer and the Director of Finance and Administration is hereby adopted:

I. PREAMBLE

- A. The following policy is adopted by the Board of Directors for the purpose of establishing the administrative powers and duties of the Chief Executive Officer who is responsible for Port Authority operations. Any Board directives or initiatives shall be implemented through the Chief Executive Officer and shall be made only by the Board acting as a body of the whole at a public meeting. The Chief Executive Officer may delegate to Port personnel such administrative authority or reporting requirements herein established as is necessary and advisable in the efficient exercise of the Chief Executive Officer's powers and duties. The Chief Executive Officer shall insure that these staff members clearly understand the limits on the Chief Executive Officer and their authority.
- B. The phrase "administration and Port Authority operations", as used herein, means the regular day-to-day business of the Port Authority, including but not limited to: operating, maintaining, and administering all of its properties, leasehold properties, facilities services and programs, including the implementation of construction work, alterations, repairs, maintenance, and improvements of the Port Authority's real estate and physical facilities, and the necessary planning incidental thereto; the conduct of financial accounting and legal matters as they relate to the Port Authority's operation; the administration of all other operations which include personnel administration (i.e., hiring, firing, wages and benefits, training, grievance procedures, and task and project assignments, etc.); the execution and administration of contracts; publishing legal notices; and all other pertinent authorized functions. As it pertains to personnel administration, the Chief Executive Officer's implementation shall be consistent with the Chelan Douglas Regional Port Authority Personnel Policies as adopted by the Board of Directors on September 10th, 2019, as may be amended.
- C. The Chief Executive Officer shall inform the Board regarding significant information, incidents, and business transactions by methods agreeable to the Board. The Chief Executive Officer shall report to the Board those actions made in reliance on this delegation. The Chief Executive Officer, or in the absence of the Chief Executive Officer, the Director of Finance and

Administration, is the managing official of the Port Authority, appointed by the Board, and holds office as their representative. Nothing herein should be construed in any way as abrogating the duties and the responsibilities of the Board.

II. FINANCIAL

- A. Budgets – The adoption of Port Authority budgets, including supplemental budgets, are the responsibility of the Board of Directors. The Chief Executive Officer has no authority to adopt budgets, but the Chief Executive Officer shall be responsible for submitting to the Board of Directors proposed budgets, together with all necessary supporting data. The Chief Executive Officer shall also be responsible to ensure all legal notices are placed in newspapers regarding budget hearings and adoptions.
- B. Expenditures – The Chief Executive Officer is given the authority to spend Port Authority funds without prior Board approval subject to:
1. The expenditure must fall within a budgeted expense category.
 2. The expenditure must not cause the amount of a budgeted expense category to be exceeded.
 3. Expenditures in accord with Emergency Public Works Contracts.
 4. Any applicable financial limits established by this Resolution.
- C. Management of Port Authority Finances – The Chief Executive Officer or the Director of Finance and Administration is authorized to transfer funds between operating funds and investment funds to meet Port Authority financial obligations.
- D. Imprest Working Funds (Petty Cash/Change Funds) - The Chief Executive Officer is authorized to establish imprest working funds (petty cash/change funds), provided that the total cumulative amount of all such funds does not exceed \$2,000.
- E. Banking Services – The Chief Executive Officer is authorized to negotiate for banking services and enter into agreements for such services. Procedures shall be established concerning the deposit/disbursal of Port Authority funds recognizing the requirements cited in RCW 53.36.010 and providing for an adequate system of internal control.
- F. Investments – The investment of Port Authority funds, which are those funds not required for immediate expenditures, shall be invested by the Port Authority Treasurer, in accordance with applicable laws relating to investment of public funds and consistent with Board approved Investment Policies. The Chief Executive Officer shall be authorized to determine the amount of funds to be invested in order to ensure adequate cash flow to meet Port Authority obligations.
- G. Other Obligations – The Chief Executive Officer shall have the authority to incur obligations and make commitments on behalf of the Port Authority, so long as they are for budgeted items, except, the Chief Executive Officer:

1. May not issue promissory notes.
2. May not issue bonds.
3. May not incur obligations or make commitments in excess of those amounts specifically provided for elsewhere in this resolution.

III. POLICY GOVERNING REAL PROPERTY

- A. Types of Agreements – The following directives apply to all agreements for use of Port Authority real property, including but not limited to leases, license agreements, concession agreements, rental agreements, operating agreements, memorandums of understanding and use agreements.
- B. Lease Arrangements – All real property, when available for leasing, shall be leased only under an appropriate written instrument approved by the Board of Directors. Except where the Board has delegated authority to the Chief Executive Officer here in Section 4, III, prior to the execution of such instrument, the Chief Executive Officer shall have secured the approval of the Board, provided for proper security, submitted the Agreement to Port Authority Counsel for approval (if the Port Authority's standard agreement form is not used) and follow all other applicable laws.
- C. Chief Executive Officer's Authority to Sign Lease and Rental Agreements without Prior Board Approval – The Chief Executive Officer may, without prior Board approval, execute lease and rental agreements subject to all of the following conditions:
 1. Agreements having a term (including any options) of five years duration or less and lease payments of \$5,000 per month or less (not including state leasehold tax) and the Port Authority's financial obligation for building improvements does not exceed \$50,000.
 2. The Port Authority's standard agreement form is used, except for provisions not applicable and state and federal leases that require the use of the tenant's lease form as long as the content of the lease form does not materially change the Port Authority's intent in its standard lease form.
 3. The appropriate lease surety must be in place which shall be defined as a minimum of one month's rental, not including state leasehold tax.
 4. The amount of rent shall be in accordance with rental rate objectives of the Board.
 5. The use to which the property may be put by the tenant shall be expressly stated and shall be in accordance with the goals, directives, and policies adopted by the Board for the same or similar Port Authority property or properties.
 6. The Chief Executive Officer shall provide the Board with a monthly written report of all agreements executed.
- D. Lease Modifications; Extensions – The Chief Executive Officer may, without prior Board approval, make minor modification to existing leases including payment deferrals, due dates for payments, adjustments to the leased premises, and the like, where the increase or decrease in annual revenue projected to be generated does not exceed \$50,000. The Chief Executive

Officer may, without prior Board approval, grant an extension of the current term of an existing lease for a period not greater than six (6) months. The Chief Executive Officer shall advise the Board of any such action within a reasonable period of time, not later than the next regular Board meeting.

- E. Sublease Procedures – Leases, concession agreements, operating agreements, and related contracts between the Port Authority and its tenants, and other parties shall include restriction on the subleasing and require at a minimum the prior written consent of the Port Authority to such subleases. Subject to the provisions of the lease or agreement, the Chief Executive Officer is authorized to grant consents to subleases, which for the purposes hereof shall include suboperating agreements and subconcession agreements.
- F. Lease Renewals – The Chief Executive Officer is authorized to renew leases provided: such renewals are provided for in the current lease; all other substantive terms of the lease remain unchanged; rental adjustments provided for in the lease are made; and the lease is in good standing. The Chief Executive Officer shall have the authority in Section 4, Article III(D) to make modifications to a lease as part of a lease renewal.
- G. Lease Enforcement and Lease Terminations – The Chief Executive Officer is authorized to enforce all terms and conditions of Port Authority leases. The Chief Executive Officer is authorized to issue all appropriate notices of default and/or notices of termination with regard to Port Authority leases. The Chief Executive Officer is authorized to terminate any lease under the terms and conditions therein. Upon termination, the Chief Executive Officer is authorized to take all steps necessary to retake possession of the leasehold and recover for the Port Authority all sums due the Port Authority pursuant to the lease and the law. The Chief Executive Officer shall keep the Board informed with respect to lessees that are issued default notices or termination notices.
- H. Realtors Compensation Program – The Chief Executive Officer is authorized to make payments for real estate services consistent with the Board of Directors adopted Real Estate Guidelines per Motion #09-10-19 as may be amended.
- I. Other Documents – The Chief Executive Officer is authorized to execute the following instruments, subject to the terms specified herein:
 - 1. Temporary and permanent easements for purposes of utility installments only. For easements granted by the Port Authority, all easements will require the grantee at its own expense to relocate, lower or otherwise protect the utility to accommodate future development of the Port Authority, its agents, or assigns unless otherwise authorized and directed by the Board.
 - 2. Business Licenses and Licenses to Operate.
 - 3. If the Board has previously approved a grant application, the Chief Executive Officer may execute all related agreements associated with the Port Authority obtaining local, state or federal grant funds, unless

said grant exceeds \$1.5 million, which shall require Board approval prior to acceptance.

4. Binding site plans, short plats, building permits, and similar documents, and applications therefore, consistent with Port Authority master plans or otherwise where the Board has approved the subject development.
5. Changes in name of responsible party to the lease if all other conditions including primary ownership, remain the same.
6. Lease assignments for purposes of collateral.
7. Estoppels, attornments and non-disturbance agreements.
8. Permits ancillary to the normal operation of the Port Authority.
9. Liquor Control Board forms related to tenants leasing Port Authority property.
10. Landlord Waiver and Consent agreements subject to legal counsel review.
11. Assignments of agreements for use of Port Authority real property (as defined in Section 4, III. A above) where the assignment does not alter the underlying terms of the agreement.
12. Authority to negotiate and enter into Right of Entry/Property Access Agreements to allow prospects to conduct initial investigations regarding any real property managed by the Regional Port.
13. Authority to enter into Confidentiality Agreements with prospective businesses, only when absolutely necessary and subject to legal counsel review. Board shall be notified when said agreements are signed.
14. Authority to manage Pangborn Airport Terminal Building Parking Lot consistent with Board policies including waiving late fees.

IV. POLICY GOVERNING LEASE SURETY, SURETY BONDS, RENTAL DEPOSITS, AND INSURANCE POLICIES

- A. The Chief Executive Officer is authorized to take all necessary actions on behalf of the Board in connection with lease surety, lease surety bonds, rental deposits, or insurance coverage required pursuant to any leases of the Port Authority, including any of the following actions:
 1. Where the lease is not in default, to release any surety, surety bond, or rental deposit where an adequate substitute surety or rental deposit has been provided.
 2. To approve any surety, surety bond, rental deposit, certificate of insurance, or insurance policies submitted in fulfillment of the requirements of any lease, including substitute or replacement coverage for any terminated bond, surety, or rental insurance.
 3. To approve any substitute or modifications of surety or insurance coverage, and to release any surety or insurance company when substitute or replacement insurance coverage has been provided in connection with any outstanding lease of the Port Authority.

V. POLICY GOVERNING CHIEF EXECUTIVE OFFICER 'S AUTHORITY FOR PROPERTY ACQUISITIONS AND SALES

- A. Property Acquisitions – When the Board authorizes the acquisition of real property by negotiated purchase or condemnation and has entered an agreement, the Chief Executive Officer shall take all necessary steps, including appraisals, environmental assessments, and surveys, if necessary, and signing all necessary documents to secure title of such property for the Port Authority consistent with the purchase and sale agreement.
- B. Property Sales – When the Board authorizes the sale of Port Authority real property and has entered an agreement, the Chief Executive Officer shall take all necessary steps to complete the transaction, including but not limited to ordering appraisals, surveys and accepting deposits, opening escrow and signing all necessary documents consistent with the purchase and sale agreement.
- C. Amendments – When the Board has entered a purchase and sale agreement, the Chief Executive Officer may approve minor modifications to the agreement, including but not limited to extensions to feasibility periods, changes to the closing date, minor modifications in the legal description based on survey or title work, and the like; provided that any modification of the price at which property is sold or purchased shall be approved by the Board.

VI. POLICY GOVERNING CONTRACTS FOR PERFORMANCE OF PUBLIC WORK

- A. Public Work of \$50,000 or less – The Chief Executive Officer may, without prior Board approval, approve plans, specifications and estimates, seek bids and execute small works roster contracts up to \$50,000 per project subject to the project appearing as a line item capital project in the Port Authority budget or within the overall capital budget authorized limits established by the Board, and so long as all statutory procedures are followed.
- B. Public Work between \$50,001 and \$100,000 – The Chief Executive Officer may, without prior Board approval, approve plans, specifications and estimates, and seek bids on public works contracts (including small works roster contracts) between \$50,001 and \$100,000 per project subject to the project appearing as a line item capital project in the Port Authority budget or within the overall capital budget authorized limits established by the Board, and so long as all statutory procedures are followed. Board approval shall be required for awarding said contracts.
- C. Public Work in Excess of \$100,001 – For projects estimated to cost in excess of \$100,001, Board authorization to proceed shall be obtained prior to seeking bids. In this event, the Chief Executive Officer shall have the authority to approve plans, specifications and estimates associated with the project. Board approval shall be required for awarding contracts.
- D. Project Close Out. For all public work contracts entered by the Port Authority, the Chief Executive Officer is authorized to take all further steps to see the

project through to completion including final acceptance, provided that all requirements of RCW 53.08.120-135 and all other applicable laws and Port Authority policies are met.

- E. Emergency Public Works Contracts – When any emergency shall require the immediate execution of a contract for work, the Chief Executive Officer, pursuant to the Procedures of RCW 39.04.020 and 39.04.280 (as it may be amended or succeeded), is authorized to make a finding of the existence of such emergency and execute any contracts necessary to respond to the existing emergency, provided that the Chief Executive Officer shall, at the first Board meeting following the Chief Executive Officer’s finding of the existence of an emergency, request Board ratification of the finding of emergency and any contracts awarded and/or executed pursuant to that finding. From the inception of any such emergency, the Chief Executive Officer shall continuously advise the Board of the development of the emergency situation and the progress of any contracts executed to remedy the emergency.

- F. Change Orders – Where contracts for the performance of work have been awarded and under which the work is in progress, and individual changes in plans and/or specifications are necessitated in order to properly accomplish the work, the Chief Executive Officer is authorized to execute individual change orders to the contract provided all of the following conditions are met:
 - 1. Change orders are within the project budget established by the Board.
 - 2. The estimated cost of the individual changes in plans and/or specifications will not exceed 10% of the established project budget. However, when an individual change order issued under any contract shall cause the total cash amount of change orders in the established project budget to exceed a sum equal to 10% of the project budget amount, such change order shall not be issued without prior Board approval and no future change orders to said contract may be issued without Board approval.
 - 3. The contract provides for issuance of change orders.
 - 4. The individual change order has been approved and certified by the project architect or engineer as being necessary to the proper accomplishment of the work called for in the basic contract.
 - 5. Any time extension for completion of said contract which accompanies said change order does not exceed sixty (60) days.

VII. POLICY GOVERNING ACQUISITION OF MATERIALS, EQUIPMENT, AND SUPPLIES; UNIT PRICE CONTRACTS

- A. The Chief Executive Officer shall have the responsibility for following all required statutory procedures, where applicable, in connection with (i) all contracts for the acquisition of utilities, materials, equipment, and supplies and (ii) unit price contracts (RCW 53.08.120(3)). Where utilities, materials, equipment, and supplies are acquired on the open market or pursuant to published prices or tariffs and used or are necessary in normal maintenance and operations of the Port Authority, no prior approval shall be required but where appropriate shall be approved as a part of normal monthly expenses.

The Chief Executive Officer may execute contracts for the acquisition of utilities, materials, equipment, and supplies and unit price contracts subject to the following conditions:

1. The contract or purchase order price does not exceed Fifty Thousand (\$50,000) in a calendar year, or if specifically identified in the annual budget, the amount shown in such budget, and the contract provides for a term of no more than three years, with an option to extend the contract for one (1) additional year, provided that the basic contract or purchase order price and any contract extensions must be within appropriate annual budget limits.
2. Unit price contracts must be competitively bid based on estimated quantities of the anticipated types of work or trades involved, and specify how the Port Authority will issue work assignments, work orders, or task authorizations. Unit price contracts must be awarded to the lowest responsible bidder and must comply with the provisions of RCW 53.08.120(3), which includes the payment of prevailing wages.
3. Unless otherwise required by law, the Chief Executive Officer shall determine whether and to what extent a performance bond is necessary.

B. Emergency Contracts for Acquisition of Materials, Equipment, Supplies, and Services – When an emergency shall require the immediate acquisition of materials, equipment, supplies, and services, the Chief Executive Officer is authorized to make a finding of the existence of such emergency and execute any contract for acquisition of materials, equipment, supplies, and services necessary to respond to the existing emergency, provided that the Chief Executive Officer shall, at the first Board meeting following the Chief Executive Officer’s finding of the existence of an emergency, request Board ratification of the finding of an emergency and any contract awarded or executed pursuant to the authority herein shall contain a clause which states that the contract is subject to ratification by the Board and that if ratification does not follow, the contract shall terminate, and the Contractor shall be compensated for his work and materials used to the time of termination.

C. Repair and Maintenance of Equipment – The Chief Executive Officer shall be responsible for equipment repair and maintenance and, to that end, may use the Port Authority’s own labor forces or may have work done by contract. The Chief Executive Officer is authorized to expend such funds as are reasonable and necessary to keep the equipment in good order and repair.

VIII. COMPETITIVE BIDDING REQUIREMENTS – EXEMPTIONS (See RCW 39.04.280)

The Chief Executive Officer is authorized to waive competitive bidding requirements for public works and contracts for purchases for:

1. Purchases that are clearly and legitimately limited to a single source of supply.
2. Purchases involving special facilities or market conditions.
3. Purchases of insurance or bonds.

4. Public works in the event of an emergency.

When the competitive bidding requirements are waived, the Chief Executive Officer shall require documentation be filed stating the nature of the purchase of work, and the justification for determining the exemption criteria was met. The documentation must be available for public inspection.

IX. ARCHITECTURAL, ENGINEERING, AND TECHNICAL SERVICES, INCLUDING SURVEYORS, INTERIOR DESIGNERS AND LANDSCAPE ARCHITECTS

The Chief Executive Officer is authorized to contract with qualified architectural, engineering, technical testing and inspection firms, surveyors, interior designers and landscape architects, licensed in the State of Washington to provide such services as required for architectural or engineering work or small projects of the Port Authority. Selection and reimbursement for such services including task orders shall follow all required statutory procedures and shall be consistent with normal established fees paid for such services. The Chief Executive Officer may arrange for such services following a competitive selection process; provided the fee to the same firm on any single project or closely related work does not exceed the amount of fifty thousand dollars (\$50,000), and the funds are within the approved project capital budget. Board approval shall be required for contracts exceeding \$50,000.

X. AMENDMENTS TO ARCHITECTURAL, ENGINEERING, PROFESSIONAL, CONSULTANT AND PERSONAL SERVICES:

Where services are formally approved by the Board, increases in the approved contract amount may be approved by the Chief Executive Officer without prior approval of the Board for amounts not to exceed 10% of the last Board approved total, or \$50,000, whichever is less, provided the funds are within the approved appropriate annual budget.

XI. PERSONAL SERVICES

The Chief Executive Officer shall be responsible for obtaining personal services where deemed necessary in carrying out normal Port Authority operations and provided all applicable legal requirements are met. The Chief Executive Officer shall follow Port Authority policies governing management of personal service contracts currently in existence or hereafter adopted.

XII. LITIGATION

A. Management and Supervision of Litigations – The Chief Executive Officer and the Port Authority’s Legal Counsel (appointed by the Board) shall be responsible for the procedures necessary for management and supervision of all litigation in which the Port Authority has an interest, direct or indirect. For purposes of this section, “litigation” shall mean the assertion or potential assertion of any position, right or responsibility by or against the Port Authority, including actions which have been filed in any court or any quasi-judicial or administrative forum.

- B. Special Legal Services – The Chief Executive Officer is authorized to retain such other special counsel at fees as may be negotiated to assist in the handling of any claims, litigation, or other matters necessary to attend to the legal affairs of the Port Authority, within overall budgetary constraints.
- C. Engagement of Experts – The Chief Executive Officer may engage or cause to be engaged, such experts as may be necessary for the orderly support of claims or litigation in which the Port Authority has a direct or indirect interest, without limitations otherwise prescribed in this resolution. Such engagement shall be upon consultation given by Legal Counsel after having satisfied him/her that such expenditure is necessary to the adequate preparation and representation of the Port Authority's position in such litigation or claim and shall, wherever practicable, include evaluation of the litigation or claim and an estimate of the probable cost of such experts.
- D. Commencing Lawsuits – The Chief Executive Officer may not commence litigation without the prior approval of the Board.

XIII. POLICY GOVERNING ADJUSTMENT AND WRITE-OFF OF ACCOUNTS RECEIVABLE

- A. Definition of "Write Off" – The term "write-off" means the adjustment of the accounting records of the Port Authority to reflect the fact that the account is uncollectible in the normal course of operations. The Chief Executive Officer may authorize Legal Counsel to initiate or continue with legal action to collect an account without regard to whether the account has been written off the accounting records of the Port Authority.
- B. Procedures – The Chief Executive Officer is authorized to establish procedures for and to write off any uncollectible account which does not exceed the sum of Ten Thousand Dollars (\$10,000) subject to the following general guidelines:
 - 1. Prior to writing off any account receivable or uncollectible, the Chief Executive Officer shall be satisfied that every reasonable effort has been made by the Port Authority to accomplish the collection of the account.
 - 2. Any account in excess of Ten Thousand Dollars (\$10,000) which is deemed to be uncollectible shall be referred to the Board for final write-off, with the exception of any account that has filed for bankruptcy which the Chief Executive Officer may write off up to \$25,000 per account without prior Board approval.
 - 3. The Chief Executive Officer shall provide the Board once per month a listing of all accounts that are 90 days past due.

XIV. POLICY GOVERNING TRAVEL OF EMPLOYEES AND OTHER AUTHORIZED REPRESENTATIVES OF THE PORT AUTHORITY

- A. The Chief Executive Officer is authorized to approve travel by employees and/or other authorized representatives of the Port Authority in order to

effectuate necessary Port Authority operations, in conformity to the travel policy adopted by the Board (Motion #09-07-19) as may be amended, provided that the travel expenses are within the annual budget approved by the Board and provided that the Board shall be advised prior to all international travel (excluding Canada). Board travel outside of the Pacific Northwest (Washington, Oregon and Idaho) shall be approved, in advance, at an open public meeting; provided, however, the Chief Executive Officer may authorize such travel in the event of unique or unanticipated circumstances and obtaining advance approval of the Board is not possible. In this event, the Chief Executive Officer shall notify the entire Board at the next Board meeting.

XV. POLICY GOVERNING STAFF AND EMPLOYEE ADMINISTRATION

- A. The Chief Executive Officer shall have the authority to manage all personnel matters for Port Authority employees and staff which include hiring, firing, training, grievance procedures, employee benefits, and administration of the employee salary schedule. The Chief Executive Officer shall carry out these responsibilities according to guidelines and policies to be established by the Chief Executive Officer and within overall budgetary constraints. The Chief Executive Officer shall also carry out these responsibilities consistent with the Chelan Douglas Regional Port Authority Personnel Policies as adopted by the Board.

XVI. UTILIZATION OF PORT AUTHORITY EMPLOYEES

- A. The Chief Executive Officer is authorized to use necessary Port Authority employees for operations and maintenance of facilities.
- B. The Chief Executive Officer shall be responsible for obtaining prior Board approval for work projects which are new construction or major modifications of Port Authority facilities to be carried out by Port Authority crews when the total estimated cost of materials exceeds Twenty-Five Thousand Dollars (\$25,000).

XVII. RULES AND REGULATIONS

The Chief Executive Officer is authorized to adopt any administrative rule or regulation necessary for the efficient operation of the Port Authority so long as such rules and regulations are reported to the Board.

XVIII. POLICY GOVERNING SALE OF PERSONAL PROPERTY

- A. Sale of Property Pursuant to RCW 53.08.090 - The Chief Executive Officer is authorized, pursuant to RCW 53.08.090, to sell and convey surplus personal property of the Port Authority subject to the following conditions:
 - 1. That the market value of such personal property does not exceed \$10,000 as may be increased by the statute; and

2. That prior to any such sale or conveyance, the Chief Executive Officer shall itemize and list the property to be sold and make written certification to the Board that the listed property is no longer needed for Port Authority purposes;
3. That offers for purchase are solicited from at least three (3) parties whenever possible or placed in a public auction;
4. That any large block of such property having a value in excess of \$10,000 shall not be divided into components of a lesser value and sold unless done so by public competitive bid; and
5. That in no case shall surplus personal property be sold to any Port Authority official or employee or members of their families without the specific approval of the Board.

XIX. INSURANCE PROGRAMS

Comprehensive General Liability, Auto, Property, Public Officials, etc. al.

The Chief Executive Officer shall be authorized to negotiate and obtain appropriate policies of insurance to cover Port Authority Property, liability, employee coverage, and other areas appropriately included within a comprehensive insurance program. The Chief Executive Officer is authorized to approve changes or modifications within the policies of insurance, including programs to provide self-insurance or deductible provisions, so long as such programs are promptly and regularly reported to the Board so it is kept informed of basic changes made in the overall insurance program of the Port Authority. The Board has the responsibility for selecting the Port Authority's insurance broker/agent.

Health Insurance

The Board has the responsibility for determining each year health benefits that will be offered to Port Authority employees. Once benefits are determined by the Board, the Chief Executive Officer shall be authorized to negotiate and execute all agreements and instruments necessary to carry out that determination.

XX. ECONOMIC DEVELOPMENT PROGRAMS

The Chief Executive Officer is authorized, consistent with statutory limitations, to develop and carry out economic development programs and enter economic development agreements consistent with the budget. Economic development programs may include advertising (including the use of advertising firms within budgetary authority), and promotion of the Port Authority, including its properties, facilities and services. Such economic development programs shall be reviewed by the Board from time to time.

XXI. CHELAN AIRPORT

The Chief Executive Officer is authorized to work with the City of Chelan on all matters involving the jointly owned City of Chelan Airport consistent with the Joint Operating Agreement between the parties.

XXII. ACCOUNTING AND AUDITING SERVICES

Subject to Section 4(X), the Chief Executive Officer is authorized to retain necessary services from recognized accounting and auditing firms. Such services may include the comprehensive annual financial report, audits, and appropriate accounting services as required, at established rates for such services in the area.

XXIII. REIMBURSABLE SERVICES

The Chief Executive Officer is authorized to enter into agreements pursuant to which the Port Authority will provide reimbursable services, when such services are part of normal Port Authority operations or incident thereto.

XXIV. GOVERNMENTAL AFFAIRS CONTRACTS

The Chief Executive Officer is authorized to enter into governmental affairs contracts subject to said expense appearing in the budget and subject to each individual contract not exceeding \$5,000 per month, not including reimbursable expenses.

XXV. ABSENCE OF CHIEF EXECUTIVE OFFICER

In addition to any other authority expressly delegated herein to the Director of Finance and Administration, in the absence of the Chief Executive Officer, the Director of Finance and Administration shall have all of the authority set forth in this Resolution. When relying on this Article XXIV, the Director of Finance and Administration shall notify the President of the Board as soon as reasonably possible of the exercise of any delegated authority.

XXVI. BOARD RETAINED AUTHORITY

Except as specifically set forth by the Board in the preceding portion of this Resolution, or unless specifically set forth by the Board in the preceding portion of this Resolution, or unless specifically authorized by other action of the Board, the Board shall retain the following authority:

- a. To approve leases, contracts, purchases, change orders, and other agreements exceeding the delegation set forth above;
- b. To borrow funds;
- c. To establish levy rates;
- d. To oversee the work of the internal auditor and legal counsel;
- e. To establish levels of compensation and adjustments, including benefits, for the Chief Executive Officer;
- f. To approve check registers, budgets, and amendments thereto (including line-item adjustments);

g. To determine and establish the direction, goals, and policies of the Port Authority, unless specific direction for the determination or implementation has been given to the Chief Executive Officer or to others;

h. To change the duties and responsibilities of the Chief Executive Officer at any time by the specific action of the Board, including amendment or modification to this Resolution; and

i. To delegate specific authority, whether or not described herein, to a Board Member or another employee of the Port Authority, by motion made and approved at an open public meeting (e.g. delegating authority to a Board Member to approve any changes made to an agreement that has been approved by the Board; delegating signature authority to a Port Authority employee overseeing a particular project).

ADOPTED by the Board of Directors of the Chelan Douglas Regional Port Authority this 8th day of March, 2022, and duly authenticated in open session by the signatures of the Board of Directors voting in favor thereof.

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

Memo

To: Board of Directors

From: Stacie de Mestre

Date: March 3, 2022

Re: Revised SoCo Crossing Timeline Request

Please see attached for the proposed Third Addendum to the SPORT, Wenatchee, LLC Purchase and Sale Agreement. This addendum is the result of the following action taken during the February 23, 2022 Board of Directors meeting:

To authorize the CEO to negotiate and sign an amendment to the SPORT Wenatchee, LLC Purchase & Sale Agreement addressing the following matters:

- To change the Building Permit Date to May 1, 2022.
- To show proof of financing for the purchase price of the property plus the estimated construction costs for Phase 1 on or before the Building Permit Date.
- To account for phasing and the value of the improvements in the Option to Repurchase.

Please note, the proposed Third Addendum has a Building Permit Date of June 1, 2022. This is based upon a request that came from SPORT Wenatchee after the meeting.

THIRD ADDENDUM TO PURCHASE AND SALE AGREEMENT

THIS THIRD ADDENDUM TO PURCHASE AND SALE AGREEMENT (“Second Addendum”) is made this date by and between the Port of Chelan County, a Washington municipal corporation (“Seller”), and S.P.O.R.T. Wenatchee, LLC, a Washington limited liability company (“Purchaser”), sometimes collectively referred to as the “Parties” or individually as a “Party.”

RECITALS

- A. On March 3, 2021, the Parties entered into a Purchase and Sale Agreement (the “Agreement”) whereby Seller agreed to sell real property located in Chelan County, Washington to Purchaser (the “Property”). The legal description of the Property is attached as Exhibit “A” to the Agreement and incorporated herein by this reference.
- B. On June 8, 2021, the Parties entered into the Addendum to Purchase and Sale Agreement (the “First Addendum”) adjusting certain time frames and milestones in the Agreement.
- C. On September 22, 2021, the Parties entered a Second Addendum to Purchase and Sale Agreement (the “Second Addendum”) adjusting certain time frames and milestones in and affirming the Agreement, notwithstanding the fact that certain milestones (prior to entry of the Second Addendum) had not been met by the Purchaser.
- D. The Parties agree that the Purchaser has met the Completion Application Date described in Section 12.2 of the Agreement for the submittal and acceptance by the City of Wenatchee of a complete building application.
- E. The Parties desire to amend certain terms and milestones in the Agreement as set forth in the Third Addendum.
- F. For purposes of this Third Addendum, the Parties agree that the reference to “Agreement” shall include the original Agreement, as amended by the First Addendum and the Second Addendum.

AGREEMENT

Now therefore, in light of the above Recitals, which are incorporated herein by this reference as part of the agreement of the Parties, and in consideration of the mutual covenants set out below, the Parties agree as follows:

- 1. The Parties hereby agree to restate the Agreement in its entirety, as modified by this Third Addendum. In furtherance of the restatement of the Agreement, the Parties agree that

the terms and conditions of the Agreement are incorporated herein by this reference and shall be binding on the Parties, except as modified by this Third Addendum.

2. The Parties affirm that the earnest money deposited with the Seller as required by the Agreement in the amount of One Hundred Thousand Dollars (\$100,000) has been forfeited and shall belong entirely to Seller, free and clear of any claims by the Buyer, without further action of the Parties. Notwithstanding the foregoing, in the event this transaction closes as set forth in the Agreement, as modified by this Third Addendum, the \$100,000 forfeited to Seller shall be credited against the purchase price, at closing. As set forth in the Second Addendum, the Parties agree and affirm that the Second Addendum Fee shall not apply to the purchase price at closing.

3. The Parties agree that Section 12.1 of the Agreement is hereby revised to read as follows:

12.1 Financing. Closing of this Agreement is contingent on Purchaser demonstrating the availability of funds from institutional and private sources for the full purchase price of \$2,000,000.00 set forth Section 3, above, and the estimated costs of construction associated with the first phase of development as described on Exhibit "X" to this Third Addendum. Purchaser must provide written verification of available funds acceptable to Seller (e.g. commitment letters) on or before the Building Permit Date set forth in Section 12.2, below. Purchaser agrees to provide a written status report to the Seller during the first week of March of 2022, and the first week of each month thereafter, outlining the commitments obtained and the percentage of funding remaining to be secured to proceed with Closing and construction of the improvements for the first phase. Purchaser or Seller may terminate this Agreement for failure to demonstrate sufficient funding acceptable to Seller, as described above, by providing the other Party a written notice of termination within five (5) business days following the Building Permit Date, in which event Agreement shall terminate and be of no further force or effect between the Parties. If the Purchaser and Seller fail to timely provide written notice of the failure of this contingency to the other Party within five (5) business days following the Building Permit Date, then this contingency shall be deemed waived without further action of the Parties.

4. The Parties agree that Section 12.2.2 of the Agreement is hereby revised to read as follows to adjust the Building Permit Date:

12.2.2 Purchaser must submit a building permit application to the City of Wenatchee on or before January 17, 2022 (the "Application Date") and the City of Wenatchee must accept the application as complete no later than January 24, 2022 ("Complete Application Date"). The Purchaser shall provide Seller a copy of

the building permit application within three (3) business days of the date it is submitted to the City of Wenatchee. The Complete Application Date may be extended by Purchaser to February 12, 2022, by providing written notice to the Seller on or before January 24, 2022, outlining the outstanding issues to resolve for the building permit to be deemed complete by the City of Wenatchee. The building permit must be issued by the City of Wenatchee consistent with the approved plans no later than June 1, 2022 ("Building Permit Date").

5. Pursuant to the Second Addendum, the Parties agreed that Section 12.2.2 of the Agreement (Access to Property) is re-numbered as Section 12.3 of the Agreement and remains in full force and effect (except that the reference to Section 12.2 in the first sentence shall be deemed a reference to Section 12.3). The Parties agree that Section 12.2.3 of the Agreement (Indemnity) is re-numbered as Section 12.4 of the Agreement and remains in full force and effect.

6. The Parties agree that a new paragraph 1.4 is hereby added to the Option to Purchase attached as Exhibit "D" to the Agreement to read as follows:

1.4. The triggering events in Sections 1.2 and 1.3, above (regarding the five (5) year prohibition on sale of the Property or transfer of a controlling interest) shall terminate and be of no force or effect if SPORT completes the first phase improvements (as described in Exhibit "X" to the Purchase and Sale Agreement) prior to the expiration of said five (5) year period.

7. Except as modified by this Third Addendum, the Parties hereby affirm and ratify all terms and conditions of the Agreement as modified by the First Addendum and Second Addendum. In the event of a conflict between the terms of the Agreement, the First Addendum, the Second Addendum and this Third Addendum, the terms and conditions associated with this Third Addendum shall control. The effective date of this Third Addendum shall be the date of the last signature below. This Third Addendum may be signed in counterparts and shall be binding on the

DATED: _____

DATED: _____

SELLER:

PURCHASER:

PORT OF CHELAN COUNTY

S.P.O.R.T. WENATCHEE, LLC

By: _____
James M. Kuntz, Executive Director

By: _____
Name: _____
Title: _____

EXHIBIT "X"

Estimated Construction Costs

Construction Phases:

PHASE 1:

- FULL COMPLEX EXTERIOR FACADE UPGRADES
- FULL SITE CIVIL AND PARKING WORK
- AREA "B" DEMOLITION AND FULL BUILD-OUT
- FIT OUT GROUND LEVEL BAR & GRILL
- BUILD OUT 2ND LEVEL EVENT ROOMS

PHASE 1: Cont...

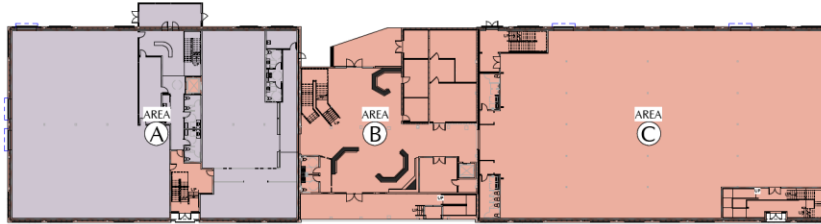
- CONSTRUCT EGRESS STAIR TOWERS AND ELEVATOR SHAFTS IN ALL AREAS FOR ALL PHASING
- AREA "C" DEMOLITION AND FULL BUILD-OUT
- FIT OUT GROUND LEVEL ADVENTURE ZONE ACTIVITY CENTER
- BUILD OUT 2ND LEVEL OBSERVATION PLATFORM

PHASE 2:

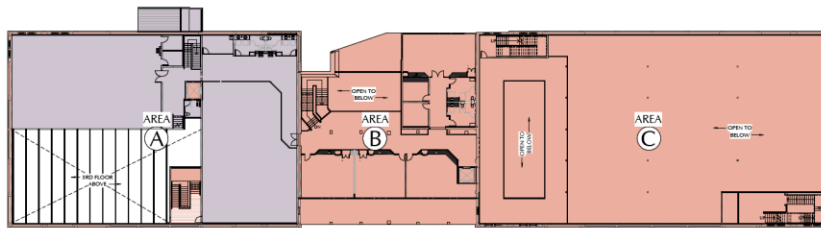
- AREA "A" DEMOLITION AND FULL BUILD-OUT
- FIT OUT GROUND LEVEL SPORT GYMNASTICS
- BUILD OUT 2ND LEVEL FITNESS AREA & PLAY GYM CENTER
- BUILD OUT 3RD LEVEL FITNESS AREA
- COMPLETE UPGRADES TO AREA "A" ROOF AS NEEDED

PHASE 3:

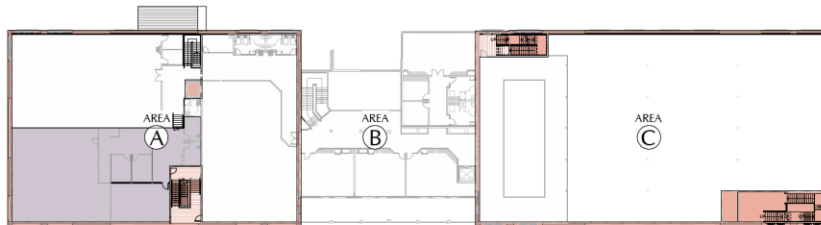
- AREA "C" ROOFTOP FULL BUILD-OUT & FINAL SITE PROGRAMMING
- COMPLETE ROOFTOP RESTAURANT & LOUNGE PROGRAMMING
- INSTALL PICKLE BALL COURTS
- COMPLETE ROOFTOP LANDSCAPING
- COMPLETE FINAL PATIO WORK AT GROUND LEVEL
- COMPLETE LANDSCAPING
- INSTALL AWNINGS & SIDEWALK LEVEL



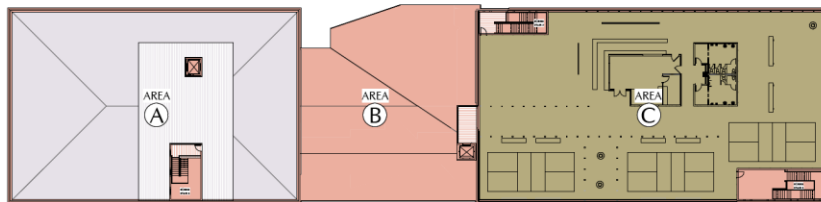
GROUND LEVEL



2ND LEVEL



3RD LEVEL




ROOFTOP LEVEL



SPORT, LLC
SPORT
25 S. Columbia Street
Wenatchee, WA 98801
2007-09-20 2018

Memo

To: Board of Directors
From:  Jim Kuntz
Date: 3/3/2022
Re: Van Well Nursery Property

Van Well Nursery, Inc. has agreed to our March 1, 2022 purchase offer. Please see attached letter. I will be seeking Board authorization to enter into a Purchase & Sale Agreement with Van Well Nursery at Tuesday's meeting.

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

March 1, 2022

Mr. Peter Van Well
Van Well Nursery, Inc.
P.O. Box 1339
Wenatchee, WA 98807-1339

RE: Chelan Douglas Regional Port Authority ("CDRPA")
Land Acquisition - Pangborn Memorial Airport
Van Well Nursery, Inc. Property (APN: 22210840007, 22210840008 and 22210840009)

Dear Mr. Van Well:

The purpose of this communication is to follow up on our discussions over the past several months, including the team site visit in October 2021. Those discussions involved refining the CDRPA's proposal to acquire Van Well Nursery, Inc. property impacted by the CDRPA's intended installation of the instrument approach lighting system (the "Project"). As set forth in our prior letters to you, the CDRPA's implementation of the Project and the necessity of securing the Runway Protection Zone and the Obstacle Free Zone will require acquisition of a fee interest in a portion of two of the above-referenced parcels. Previously, the proposed acquisition was a 9.91 acre fee simple parcel, together with an avigation easement over an estimated area of 6.72 acres.

Taking into account your prior input and the Project needs, the CDRPA has revised its proposed acquisition to a fee simple of 9.24 acres, with no avigation easement. The 9.24 acres involves a portion of the real property legally described on the attached Exhibit A (the "Property") and depicted by map on Exhibit B. The Property consists of a portion of APNs 22210840007 and 22210840008, and no acquisition of contiguous APN 22210840009.

The CDRPA is prepared to acquire the Property for the appraised market value of \$836,000. This represents the difference between the fair market value of the entire 62.36 acres located within APN 22210840007, 22210840008 and 22210840009 before the 9.24 acre acquisition and the fair market value of these parcels assuming the fee acquisition of 9.24 acres had occurred, as determined by independent appraisal and in conformity with the Uniform Standards of Professional Appraisal Practice.

A copy of the independent appraisal dated February 14, 2022 and prepared by Pacific Appraisal Associates is enclosed with this letter. The appraisal has been further reviewed by a second appraiser for compliance with the appraisal standards of the Federal Aviation Administration, as well as the federal requirements contained the applicable Code of Federal Regulations, Part 24.

The value is based on the condition of the Property as of the date of the appraisal, and if there is a change in the condition of the Property for any reason, this offer may be withdrawn or modified.

Further, as communicated to you previously, the appraised market value does not reflect consideration of, or allowance for, any relocation assistance payments. Epic Land Solutions, Inc. continues to be engaged to provide relocation assistance advisory services. We will be reaching out to you regarding the impact of this updated proposal. However, you may also contact them at (360)350-4786 (attention Dianna Nausley-McKeon).

You are of course entitled, and encouraged, to have this offer evaluated. If you choose to do so, the CDRPA will reimburse you (up to \$750 per parcel or portion thereof to be acquired) of your actual evaluation costs, provided that you submit the invoices or a receipt evidencing payment. This is the maximum allowance under RCW 8.25.020.

The CDRPA's purchase of the Property on the terms set forth in this letter is conditioned upon the successful negotiation and execution of a purchase and sale agreement and ultimate approval by the Board of the CDRPA. Upon the execution of such agreement, the CDRPA will open an escrow at Central Washington Title Services. The CDRPA will bear all charges and closing costs for the escrow services, title insurance, etc. The purchase and sale agreement will provide for payment of the purchase price to you at the close of escrow when the CDRPA acquires good title to the Property.

We look forward to hearing from you after you consider this letter and enclosures. As you are aware, the CDRPA has time constraints involving the Project and the planning, and we would appreciate hearing from you as soon as possible. Should you have any questions I can be reached at (509)884-4700.

Sincerely,



Jim Kuntz
Chief Executive Officer
Chelan Douglas Regional Port Authority
cc: Alex Thomason, Esq. via email

Enclosures:

Legal Description and Map/Depiction of acquisition area

Pacific Appraisal Associates Appraisal Report dated February 14, 2022

BOARD OF DIRECTORS

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

EXHIBIT "A"
Legal Description

APN: 22210840008- Parcel A, 22210840007-Parcel B

Parcel A

The Northwest quarter of the Southeast quarter and the North half of the Southwest quarter of the Southeast quarter of Section 8, Township 22 North, Range 21, E.W.M.

EXCEPT the East 30 feet thereof,

AND EXCEPT the right of way for 5th St. NE, along the North line thereof,

AND EXCEPT that portion lying Southeast of the following described line:

Beginning at the Northeast corner of said Southwest quarter of the Southeast quarter; thence South $0^{\circ} 21'18''$ East along the East line of said Southwest quarter of the Southeast quarter, a distance of 145.62 feet to the True Point of Beginning of said line; thence South $57^{\circ}22'22''$ West a distance of 29.57 feet; thence along a curve to the left with a radius of 1050.00 feet, a central angle of $20^{\circ}07'40''$, a length of 368.86 feet; thence South $37^{\circ}14'42''$ West a distance of 893.42 feet; thence along a curve to the right with a radius of 420.00 feet, a central angle of $52^{\circ}18'14''$, a length of 383.41 feet to a point on the North right of way for Grant Road; thence South a distance of 45.00 feet to the South line of said Southwest quarter of the Southeast quarter and the end of said described line.

Parcel B

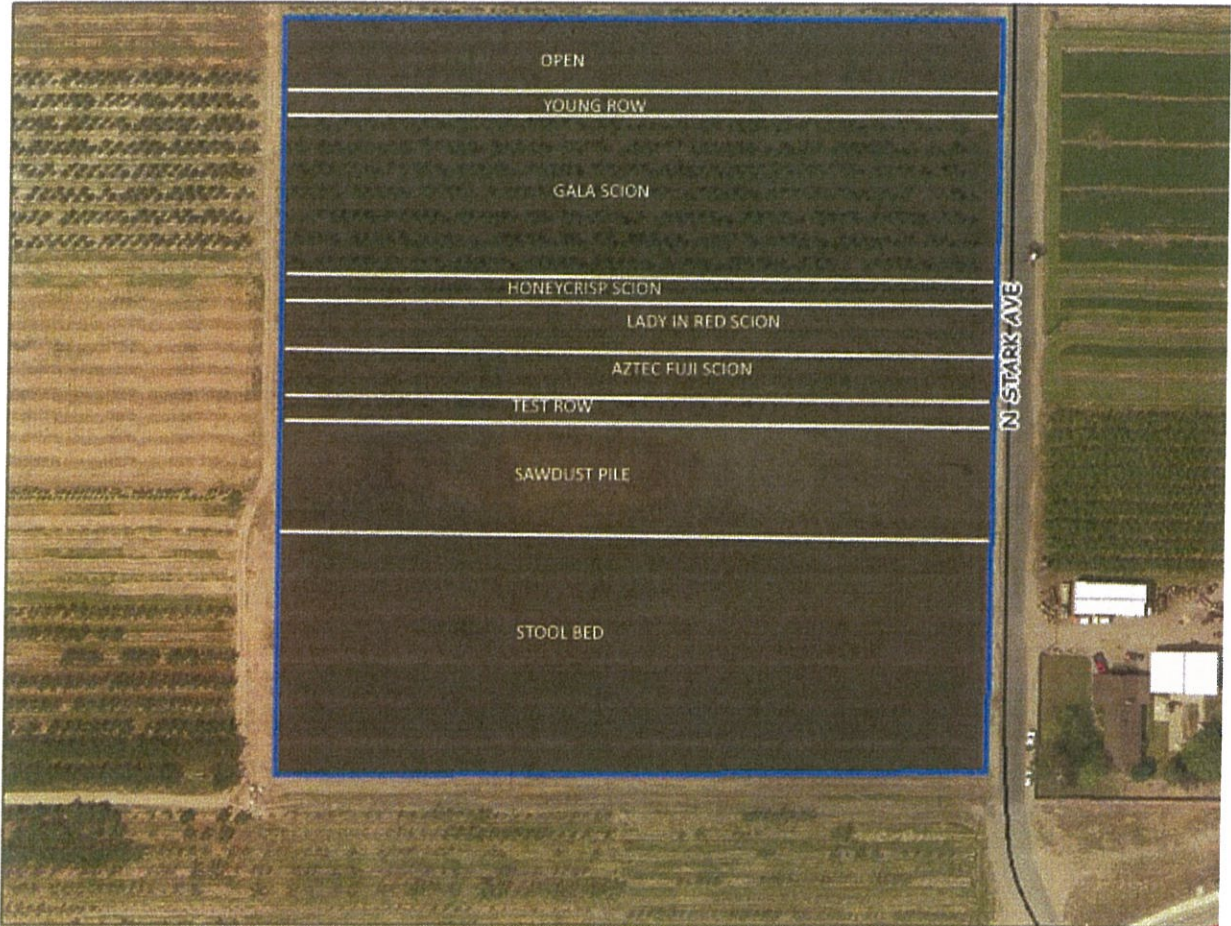
The Westerly 5 feet of the Easterly 30 feet of the Northwest quarter of the Southeast quarter and of the North half of the Southwest quarter of the Southeast quarter of Section 8, Township 22 North, Range 21 E.W.M., Douglas County, Washington,

EXCEPT that portion lying Southeast of the following described line:

Beginning at the Northeast corner of said Southwest quarter of the Southeast quarter; thence South $0^{\circ} 21'18''$ East along the East line of said Southwest quarter of the Southeast quarter, a distance of 145.62 feet to the True Point of Beginning of said line; thence South $57^{\circ}22'22''$ West a distance of 29.57 feet; thence along a curve to the left with a radius of 1050.00 feet, a central angle of $20^{\circ}07'40''$, a length of 368.86 feet; thence South $37^{\circ}14'42''$ West a distance of 893.42 feet; thence along a curve to the right with a radius of 420.00 feet, a central angle of $52^{\circ}18'14''$, a length of 383.41 feet to a point on the North right of way for Grant Road; thence South a distance of 45.00 feet to the South line of said Southwest quarter of the Southeast quarter and the end of said described line.

EXHIBIT "B"
Depiction of Acquisition Area

Van Well property - 9.24 acres



Memo

To: Board of Directors

From:  Jim Kuntz

Date: 3/3/2022

Re: TREAD – Memorandum of Understanding

The Regional Port is a member of Trails, Recreation, Education, Advocacy and Development (TREAD). Ron Cridlebaugh has been attending meetings on behalf of the CDRPA. I believe Commissioner Etherington attends TREAD meetings on occasion as well.

TREAD is asking members to enter into a Memorandum of Understanding (MOU). Please find attached. The MOU is not binding, nor does it require a funding commitment.

Interagency MOU for Management of Recreational Opportunities on Public Land in Central Washington

Between

Trails, Recreation, Education, Advocacy and Development (TREAD)

And

United States Department of Agriculture Forest Service (USFS)

And

United States Department of Interior Bureau of Land Management (BLM)

And

Washington State Department of Fish and Wildlife (WDFW)

And

Washington State Department of Natural Resources (DNR)

And

Chelan County

And

Washington State Parks

And

Douglas County

And

This Memorandum of Understanding (MOU) is entered into by the above partners to define their respective roles in the development and implementation of sustainable, economically beneficial recreation opportunities on lands open to the public in Central Washington.

Background: TREAD formed in 2017 with a goal of bringing local recreational stakeholders together (motorized, non-motorized, water, snow and land) in order to move forward in a coordinated fashion to thoughtfully and sustainably provide the best recreation experiences possible, thus improving the quality of life for everyone who lives in or visits the Central Washington region. TREAD facilitates a quarterly Ex-Officio group of stakeholders composed of representatives of local and county government, federal and state agencies, and other entities who represent outdoor recreation. At these meetings, conversations grew about sustainable recreation, coordinated public land management, economic development, partnerships, community health, increasing public demand and what the future of recreation in the region will be.

This MOU is a product of those conversations, and through it, TREAD as lead coordinating partner will facilitate coordination between partners and stakeholders to work towards solutions that meet recreational demands now and in the future.

- I. **Purpose:** The purpose of this MOU is to document the cooperation between parties in accordance with the following provisions.

TREAD seeks to bring all community stakeholders together around collective impact work within outdoor recreation. As lead coordinating partner, TREAD will coordinate the management efforts of the land management agencies and stakeholders consistent with the purpose and goals of this MOU. This MOU will support building on this foundation to expand cooperative efforts toward improved inter-jurisdictional planning, management, and operation of recreational opportunities and related infrastructure on public lands in Central Washington.

The MOU documents the cooperation between the parties to work in good faith to explore and implement increased inter-jurisdictional planning and coordination, management, investment in and operation of recreational opportunities and related infrastructure in Central Washington. This MOU also documents shared intent for future collaboration, planning, funding, and implementation partnership. The parties will identify methods of collaboration to lead to shared stewardship of sustainable recreation opportunities in Central Washington including:

- a) Public outreach and engagement
- b) Increased economic, financial, and ecological sustainability of recreation infrastructure
- c) Increased volunteerism and public stewardship
- d) Innovative financing opportunities
- e) Inter-jurisdictional project planning and coordination

- f) Attending and working with the TREAD Ex-Officio group
- g) Identify and modify or enhance internal organizational policies and procedures which inhibit collective impact work
- h) Continuing serving diverse communities and provide access to all trail users

II. Guiding Principles

- A. Lands open to public recreation in Central Washington provide opportunities for outdoor recreation.
- B. These opportunities continue to provide economic benefits, solace, comfort, enjoyment, quality of life, health and wellness, accessibility, inclusion, and physical fitness for local communities as well as visitors. Central Washington continues to see growth in those visiting the areas and natural beauty, as well as those choosing to move here to live and play where they work.
- C. Public land managers are responsible for providing these opportunities to the public and for the planning, management, and operation of outdoor recreation opportunities and related infrastructure. The community stakeholders agree that by working with TREAD, shared interests will be met for the planning, management, investment in, and operation of outdoor recreation opportunities. Collective impact work will lead to related outdoor recreation infrastructure and sustainability.

III. Statement of Mutual Benefits and Interests:

- A. TREAD recognizes the complexity of collective impact work and will facilitate a mutually beneficial process for all parties.
 - a. Each of the agencies has its unique mission, legal authorities, and finite resources
 - b. Each of the agencies are committed to the delivery of streamlined and efficient management of outdoor recreation opportunities
- B. The parties agree that coordinated and collaborative inter-jurisdictional public land management provides multiple benefits to both the public and land management agencies
- C. The parties agree that by working together with each other and with TREAD, shared interests will be met for the planning, management, investment in, and operation of outdoor recreation opportunities and related infrastructure in Central Washington.

IV. Through this MOU, the parties agree to work together to:

- A. Identify, design, and incubate innovative approaches for recreation management strategies and projects that support shared objectives.
- B. Identify and implement efficiencies in project planning, management and develop tools to streamline project scoping, identify and acquire funding, financial modeling, and stakeholder outreach.

- C. Work collaboratively across landscapes and within agency policies.
- D. Synchronize the efforts of the parties in a manner consistent with the purpose of this MOU.
- E. Use their own resources to achieve the goals and objectives set forth in this MOU.
- F. Carry out their separate activities in a coordinated and mutually beneficial manner.

V. TREAD Shall:

- A. Coordinate no less than quarterly meetings of the Ex-Officio group membership.
- B. Report back minutes, progress, committees, communication, and facilitation.
- C. Facilitate and engage public outreach.
- D. Information clearinghouse.
- E. Purchase and implement Insight Vision (collective impact tracking software) and act as the communication and training hub for these efforts.

VI. Land Managers Shall:

- A. Appoint one person to serve as the lead agency representative in the Ex-Officio coordinating group.
- B. Participate in no less than quarterly meetings of the Ex-Officio group.
- C. Appoint one person to administer the back end of their specific footprint on the TREAD Map App when applicable.
- D. Appoint one person to participate in the data software when applicable.

VII. Period of Performance

Any of the parties, in writing, may terminate this MOU in whole, or in part, at any time before the date of expiration.

VIII. Modifications

Modifications within the scope of this MOU must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modifications should be made in writing, at least 30 days before implementation of the requested change.

- a . Notices: If additional agencies join after this MOU is signed and authorized by all parties, TREAD will notify all parties of the new agency in writing within 14 days.

IX. NonBinding Agreement

This MOU creates no right, benefit, or trust responsibility, substantive or procedural, enforceable by law or equity. The parties shall manage their respective resources and activities in separate, coordinated and mutually beneficial manner to meet the purpose(s) of this MOU. Nothing in this MOU authorizes any of the parties to obligate or transfer anything of value.

X. Duration

This MOU is executed as of the date of the last signature. This agreement will be reviewed and updated yearly.

XI. Authorized Representatives

By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this MOU.

In witness whereof, the parties hereto have executed this MOU as of the last date written below.

Name of Authorized Representative, Name of Agency/Partner	Date

Name of Authorized Representative, Name of Agency/Partner	Date

Name of Authorized Representative, Name of Agency/Partner	Date

Name of Authorized Representative, Name of Agency/Partner	Date

Name of Authorized Representative, Name of Agency/Partner

Date

Chelan Douglas Regional Port Authority - Lease Report

Leases & Renewals - Aviation Related

Reporting Period - February 2022

3/8/2022

New Leases					
Lease Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month

None Reported for this Period

Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
2/16/2022	CWMT	PABP	57,878 SQFT	3/15/2022 - 3/31/2023	\$762.02
Automatic Renewal No Notification	RS Farm Repair	3351 SE 2nd St	2,300 SQFT	3/1/2022 - 2/28/2023	\$2,076.18

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

None Reported for this Period

Executive Director's Authority to Sign Leases

Lease terms of five years duration or less.

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

Chelan Douglas Regional Port Authority - Lease Report

Leases & Renewals - CTC

Reporting Period - February 2022

3/8/2022

New Leases					
Lease Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
2/7/2022	Daisy Reign Photography	CTC South	138 SQFT	3/1/2022 - 8/31/2022	\$506.07

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

None Reported for this Period

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

None Reported for this Period

Executive Director's Authority to Sign Leases

Lease terms of five years duration or less.

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

Chelan Douglas Regional Port Authority - Lease Report

Leases & Renewals - CDRPA

Reporting Period - February 2022

3/8/2022

New Leases					
Lease Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
2/2/2022	Viking Marine Construction	Orondo River Park	Use of Boat Ramp & Dock	2/10/2022 - 3/1/2022	Hold Harmless Agreement N/C

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

None Reported for this Period

Tenants Moving Out					
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month	
Curb Appeal Landscape Supply	5501 Mill Rd, Cashmere	3 acres	2/28/2022	\$1,069.00	

Executive Director's Authority to Sign Leases

Lease terms of five years duration or less.

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



Acct Name: CHELAN DOUGLAS REGIONAL PORT
 Acct Number: XXXXXXXX013

SUMMARY - USD

For period 01/01/2022 - 01/31/2022

ACTIVITY - Settled/Cleared Cash Activity

Transaction Type	Amount
Purchases	0.00
Purchase Reversals	0.00
Sales	0.00
Sale Reversals	0.00
Withdrawals	0.00
Receipts	(496,127.85)
Deliveries	0.00
Principal Reversals	0.00
Interest	8,062.50
Interest Reversals	0.00
Interest Adjustments	0.00
Maturities	500,000.00
Calls	0.00
Puts	0.00
Paydowns	0.00
Paydown Adjustments	0.00
Payups	0.00
Payup Adjustments	0.00
Cash Dividends	0.00
Balance Changes	0.00
Stock Dividends	0.00
Closeouts	0.00
Closeout Dividends	0.00
Net Activity	11,934.65

Your Sales Representative is: SAFEKEEPING OPERATIONS
 (800) 236-4221

Statement Contents

- *Summary
- *Activity - Settled/Cleared Cash Activity
- *Activity - Projected Activity for Next Statement Period
- *Holdings
- *Cash Flow Projections

HOLDINGS - Custody

Category	Par/Shares	Original Face	Principal Cost	Market Value
Treasury Obligations	1,000,000.00000	1,000,000.00000	987,675.79	972,187.50
US Government Agency Securities	3,000,000.00000	3,000,000.00000	3,091,883.50	3,055,087.50
Total Custody Holdings	4,000,000.00000	4,000,000.00000	4,079,559.29	4,027,275.00



Acct Name: CHELAN DOUGLAS REGIONAL PORT

ACTIVITY - USD

Page 2

Acct Number: XXXXXXX013

Settled/Cleared Cash Activity

For period 01/01/2022 - 01/31/2022

Date Ticket	Activity	Description	Rate Maturity	Par/Shares Price/NAV	Security ID	Amount
01/07/2022 392209425	Interest	FEDERAL NATL MORTGAGE ASSN 01/07/25	1.625 01/07/2025		3135G0X24	4,062.50
01/21/2022 392209431	Interest	FEDERAL FARM CREDIT BANK 01/21/22	1.600 01/21/2022		3133ELHR8	4,000.00
01/21/2022 392209431	Maturity	FEDERAL FARM CREDIT BANK 01/21/22	1.600 01/21/2022		3133ELHR8	500,000.00
01/21/2022 392221580	Receipt	U S TREASURY NOTE .375 NOTE 2023	.375 10/31/2023	500,000.00000 99.140625	91282CDD0	(496,127.85)
Net Activity						11,934.65



Acct Name: CHELAN DOUGLAS REGIONAL PORT

ACTIVITY - USD

Page 3

Acct Number: XXXXXXX013

Projected Activity for Next Statement Period

Date Ticket	Activity	Description	Rate Maturity	Par/Shares Price/NAV	Security ID	Amount
02/07/2022 392209427	Interest	FEDERAL NATL MORTGAGE ASSN 02/05/24	2.500 02/05/2024		3135G0V34	6,250.00
02/28/2022 392218130	Interest	U.S. Treasury Notes	.250 08/31/2025		91282CAJ0	625.00
Net Projected Activity						6,875.00



Acct Name: CHELAN DOUGLAS REGIONAL PORT	HOLDINGS AS OF 01/31/2022 - USD	Page 4
Acct Number: XXXXXXXX013		

CUSTODY

Maturity	Security ID Ticket	Rate Acq Date	Description	Par/Shares Original Face	Principal Cost	Market Value NAV
Treasury Obligations						
10/31/2023	91282CDD0 392221580	.375 01/22	U S TREASURY NOTE .375 NOTE 2023	500,000.00 500,000.00	495,703.13	493,769.50
08/31/2025	91282CAJ0 392218130	.250 08/21	U.S. Treasury Notes .250, 08/31/2025	500,000.00 500,000.00	491,972.66	478,418.00
Treasury Obligations Total				1,000,000.00000	987,675.79	972,187.50
				1,000,000.00000		
US Government Agency Securities						
10/13/2022	3133ELGN8 392209430	1.600 02/20	FEDERAL FARM CREDIT BANK 10/13/22	500,000.00 500,000.00	502,900.00	502,349.00
12/09/2022	313381BR5 392209429	1.875 02/20	FEDERAL HOME LOAN BANK 12/09/22	500,000.00 500,000.00	506,935.00	505,258.00
06/19/2023	3137EAEN5 392209428	2.750 02/20	FEDERAL HOME LOAN MTG CORP 06/19/23	500,000.00 500,000.00	522,897.50	512,110.00
02/05/2024	3135G0V34 392209427	2.500 02/20	FEDERAL NATL MORTGAGE ASSN 02/05/24	500,000.00 500,000.00	521,402.50	513,363.00
09/13/2024	3130A2UW4 392209426	2.875 02/20	FEDERAL HOME LOAN BANK 09/13/24	500,000.00 500,000.00	532,965.00	519,133.50
01/07/2025	3135G0X24 392209425	1.625 02/20	FEDERAL NATL MORTGAGE ASSN 01/07/25	500,000.00 500,000.00	504,783.50	502,874.00
US Government Agency Securities Total				3,000,000.00000	3,091,883.50	3,055,087.50
				3,000,000.00000		
Total Custody Holdings				4,000,000.00000	4,079,559.29	4,027,275.00
				4,000,000.00000		



Acct Name: CHELAN DOUGLAS REGIONAL PORT
 Acct Number: XXXXXXXX013

CASH FLOW PROJECTIONS - USD
For The Next 12 Months

Last Pay Date	Ticket	Feb 22	Mar 22	Apr 22	May 22
Security ID		Jun 22	Jul 22	Aug 22	Sep 22
Description		Oct 22	Nov 22	Dec 22	Jan 23
10/13/2022	392209430	0.00	0.00	4,000.00	0.00
3133ELGN8		0.00	0.00	0.00	0.00
FEDERAL FARM CREDIT BANK		504,000.00	0.00	0.00	0.00
12/09/2022	392209429	0.00	0.00	0.00	0.00
313381BR5		4,687.50	0.00	0.00	0.00
FEDERAL HOME LOAN BANK		0.00	0.00	504,687.50	0.00
06/19/2023	392209428	0.00	0.00	0.00	0.00
3137EAEN5		6,875.00	0.00	0.00	0.00
FEDERAL HOME LOAN MTG CORP		0.00	0.00	6,875.00	0.00
10/31/2023	392221580	0.00	0.00	0.00	937.50
91282CDD0		0.00	0.00	0.00	0.00
U S TREASURY NOTE		937.50	0.00	0.00	0.00
02/05/2024	392209427	6,250.00	0.00	0.00	0.00
3135G0V34		0.00	0.00	6,250.00	0.00
FEDERAL NATL MORTGAGE ASSN		0.00	0.00	0.00	0.00
09/13/2024	392209426	0.00	7,187.50	0.00	0.00
3130A2UW4		0.00	0.00	0.00	7,187.50
FEDERAL HOME LOAN BANK		0.00	0.00	0.00	0.00
01/07/2025	392209425	0.00	0.00	0.00	0.00
3135G0X24		0.00	4,062.50	0.00	0.00
FEDERAL NATL MORTGAGE ASSN		0.00	0.00	0.00	4,062.50
08/31/2025	392218130	625.00	0.00	0.00	0.00
91282CAJ0		0.00	0.00	625.00	0.00
U.S. Treasury Notes		0.00	0.00	0.00	0.00
		6,875.00	7,187.50	4,000.00	937.50
		11,562.50	4,062.50	6,875.00	7,187.50
		504,937.50	0.00	511,562.50	4,062.50
Total Projected Cash Flow		1,069,250.00			

Projections are made only on holdings paid through U.S. Bank and are not guaranteed.

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

Updated 3/4/2022

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
2022				
March 2022				
March 8	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
March 9	Wednesday	NCWEDD Meeting	Commissioner Huffman	
March 10	Thursday	East Wenatchee Rotary; 7am; Eastmont Community Center on Georgia St	Commissioner Spurgeon presentation	
March 10	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
March 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
March 16	Wednesday	Taxiway A Bid Opening; 11A; Ex. Flight	Board of Directors; staff	
March 16	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
March 22	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
March 23	Wednesday	Partner Breakfast;Convention Center; 7:30am-9am	Board of Directors; staff	Speaker Confirmed
March 23	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)	Board of Directors; staff	
March 24	Thursday	Partner Lunch;Convention Center; 11:30-1p	Board of Directors; staff	Speaker Confirmed
March 28	Monday	Wacoka Kiwanis Cashmere; 6:30pm	Commissioner Baldwin presentation	
March 31	Thursday	Wen. Valley Chamber Annual Banquet; Convention Center	Commissioners Baldwin, Loeb sack, Etherington; J. Kuntz; C. Larsen	
April 2022				
April 12	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
April 13	Wednesday	NCWEDD Meeting	Commissioner Huffman	
April 14	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
April 19	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
April 20	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
April 26	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
April 27	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)	Board of Directors; staff	
May 2022				
May 4-6	Wed-Friday	WPPA Spring Meeting; Skamania Lodge		Reg. not yet open as of 3/4/22

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

Updated 3/4/2022

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
May 9-11		WAMA 2022 Annual Conference; Sun Mt. Lodge, Winthrop		
May 10	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
May 11	Wednesday	NCWEDD Meeting	Commissioner Huffman	
May 12	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
May 17	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
May 18	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
May 24	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
May 25	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
May 30	Monday	Memorial Day Holiday Office Closed		
June 2022				
June 5-8	Sun-Tuesday	AAAE 94th Annual Conference; Seattle		
June 8-10	Wed-Friday	WPPA Finance Seminar; Campbells Reort	M. Lough	Reg. not yet open as of 3/4/22
June 8	Wednesday	NCWEDD Meeting	Commissioner Huffman	
June 9	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
June 14	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
June 15	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
June 21	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
June 22	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
June 28	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
July 2022				
July 4	Monday	4th of July Holiday Office Closed		
July 12	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
July 13	Wednesday	NCWEDD Meeting	Commissioner Huffman	
July 14	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
July 19	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
July 20	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
July 26	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
July 27	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		

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

Updated 3/4/2022

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
July 13	Wednesday	Partner Breakfast; Convention Center; 7:30am-9am	Center Confirmed	
July 14	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	
August 2022				
August 6	Saturday	Wings n' Wheels / Aviation Day		
August 9	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
August 10	Wednesday	NCWEDD Meeting	Commissioner Huffman	
August 11	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
August 16	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
August 17	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
August 23	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
August 24	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
September 2022				
September 5	Monday	Labor Day Office Closed		
September 8	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
September 13	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
September 14	Wednesday	NCWEDD Meeting	Commissioner Huffman	
Septembr 20	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
September 21	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
September 27	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
September 27-29	Tues - Thurs	NW AAAE - Jackson Hole, WY	Trent Moyers	
September 28	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
October 2022				
October 11	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
October 12	Wednesday	NCWEDD Meeting	Commissioner Huffman	
October 13	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
October 18	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
October 19	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		

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

Updated 3/4/2022

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
October 25	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
October 26	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)	Cancel???	
October 26	Wednesday	Partner Breakfast;Convention Center; 7:30am-9am	Center Confirmed	
October 27	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	
November 2022				
November 8	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
November 9	Wednesday	NCWEDD Meeting	Commissioner Huffman	
November 10	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
November 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
November 16	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
November 22	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
November 23	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
November 24	Thursday	Thanksgiving/Office Closed		
November 25	Friday	Thanksgiving/Office Closed		
December 2022				
December 8	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
December 13	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
December 14	Wednesday	NCWEDD Meeting	Commissioner Huffman	
December 20	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
December 21	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
December 23	Friday	Christmas Eve Holiday Observed Office Closed	?	
December 26	Monday	Christmas Day Holiday Observed Office Closed	?	
December 27	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
December 28	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
2023				
January 2023				
January 2	Monday	New Years Day 2023 Observed Office Closed	?	