



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

Present:

Directors:

*JC Baldwin, Director
Jim Huffman, Director
Mark Spurgeon, Director*

*Donn Etherington, Director
W. Alan Loeb sack, Director
Richard DeRock, Director*

Staff:

*Jim Kuntz, Chief Executive Officer (Zoom)
Monica Lough, Director of Finance & Admin.
Trent Moyers, Director of Airports
Ron Cridlebaugh, Director of Econ. Dev.
Ron Russ, Property & Maintenance Mngr.
Julie Avis, Accounting Specialist (Zoom)*

*Tricia Degnan, CTC Manager (Zoom)
Sarah Deenik, Comm. Coordinator
Bobbie Chatriand, Admin Assistant
Craig Larsen, Bus. Dev. Mngr.
Laura Camarillo-Reyes, Admin Asst. (Zoom)
Lorena Amador, Accounting Specialist (Zoom)*

Legal Counsel:

Quentin Batjer, Davis Arneil Law Firm, LLP

Guests:

*Don Flick, Cascade Soaring Society
Jason Taylor, KPQ (Zoom)
Brad Schuster, AOPA*

*Emily Thornton, Wenatchee World (Zoom)
Erik Howe, RH2 Engineering (Zoom)
Tim Ike, JUB Engineering (Zoom)*

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

Introductions were made.

Conflicts of Interest: None

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

PUBLIC HEARING: PORT OF CHELAN COUNTY AMENDMENT TO COMPREHENSIVE PLAN TO SURPLUS PROPERTY – CASHMERE MILL DISTRICT

Commissioner Baldwin opened the public hearing at 9:03 am. An opportunity for public comment was provided. No public comments were received. Commissioner Baldwin closed the public hearing at 9:04 am.

CDRPA CONSENT AGENDA

The Chelan Douglas Regional Port Authority Consent Agenda consisting of August 2nd, 2022 Special Meeting Minutes, August 9th, 2022 Meeting Minutes, and July 2022 Commission Calendar was presented. Director Etherington noted two typos on the minutes from August 9th, 2022. Corrections will be made.

Motion No.
Moved by:
Seconded by:

08-11-22 CDRPA

Richard DeRock
W. Alan Loeb sack

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of August 2nd, 2022 Special Meeting Minutes, August 9th, 2022 Meeting Minutes, as corrected, and July 2022 Commission Calendar.

Motion Passed 6-0

PRESENTATIONS:

Brad Schuster – NW Regional Manager, Aircraft Owners & Pilots Association (AOPA).

Schuster provided a brief background on AOPA, as well as its advocacy for general aviation at local, state, and federal levels. Schuster covered the economic impact that general aviation has locally, as well as nationally. Other topics discussed were the future of 100LL fuel replacement, airport ramp transparency, airport diagram standardization, and hazardous substance tax.

POCC ACTION ITEM:

POCC Resolution No. 2022-04 Declaring Property Surplus – Cashmere Mill District.

POCC Resolution No. 2022-04 amending the Port of Chelan County's Comprehensive Plan to declare certain real property surplus to the needs of the Port was presented and the following action was taken:

Motion No.
Moved by:
Seconded by:

08-12-22 POCC

Donn Etherington
Richard DeRock

To adopt POCC Resolution No. 2022-04 declaring certain real property located in Cashmere, Chelan County, Washington as surplus to the needs of the Port of Chelan County and amending the Port of Chelan County's Comprehensive Scheme of Harbor Improvements to remove said property from the Comprehensive Plan.

Motion passed 3-0

CDRPA ACTION ITEMS:

CDRPA Concurrence of Declaring Property Surplus – Cashmere Mill District.

The following action was taken in concurrence with the preceding POCC Action Item:

Motion No.
Moved by:
Seconded by:

08-13-22 CDRPA

Mark Spurgeon
Richard DeRock

To concur with POCC Resolution No. 2022-04 declaring certain real property surplus in Cashmere, Chelan County, Washington.

Motion passed 6-0

Nimfa Parcels Hangar – Waterville Airport.

Parcells has requested the Regional Port purchase her hangar at the Waterville Airport. Russ provided photographs of the hangar, additional details on the current land lease, and the Douglas County Assessed Value. Discussion ensued and the following motion was made:

Motion No. 08-18-22 CDRPA
Moved by: W. Alan Loeb sack
Seconded by: Richard DeRock
To authorize the CEO to negotiate a Purchase & Sale Agreement with Nimfa Parcels for a hangar at the Waterville Airport.

Motion passed 6-0

Waterville Airport – Runway Lighting Project.

de Mestre provided the Board with information on bids that were received for the Waterville Runway Lighting Project. After reviewing bids, JUB Engineering recommends the project be awarded to Colvico, Inc., in the amount of \$490,482.58. It is anticipated that this project will be 90% funded by a WSDOT Aviation Division Grant.

Motion No. 08-19-22 CDRPA
Moved by: W. Alan Loeb sack
Seconded by: Richard DeRock
To authorize the CEO to award and sign the contract with Colvico, Inc., in the amount of \$490,482.58 including Washington State Sales Tax, upon receipt of and acceptance of all necessary deliverables required by the contract documents and further conditioned upon by the Regional Port’s prior acceptance of a Washington Department of Transportation grant offer.

Motion passed 6-0

Amend JUB Engineers, Inc. Professional Services Agreement.

JUB Engineers Inc., provided an updated scope of services and fee breakdown to perform construction phase services which include construction management, construction administration, and grant compliance totaling \$79,520.

Motion No. 08-20-22 CDRPA
Moved by: Jim Huffman
Seconded by: W. Alan Loeb sack
To authorize the CEO to amend the JUB Engineers, Inc. Professional Services Agreement to include construction phase services in an amount not to exceed \$79,520 and further conditioned upon the Regional Port’s prior acceptance of a Washington Department of Transportation grant offer.

Motion passed 6-0

Establishing Overall Construction Budget.

Motion No. 08-21-22 CDRPA
Moved by: W. Alan Loeb sack
Seconded by: Jim Huffman
To establish an overall construction budget in an amount not to exceed \$627,000.

Motion passed 6-0

Acceptance of WSDOT Aviation Division Grant Award – Waterville Airport Lighting Project.

Moyers discussed the status of the WSDOT Aviation Division Grant Award Status. An award offer is expected to come in shortly.

Motion No.
Moved by:
Seconded by:

08-22-22 CDRPA
W. Alan Loeb sack
Donn Etherington
To authorize the CEO to enter into a WSDOT Aviation Division Grant Offer for the Waterville Airport Lighting Project.

Motion passed 6-0

Washington State Dept. of Commerce – Small Business Innovation Fund.

Cridlebaugh provided information regarding the Small Business Innovation Fund Program being implemented by the Department of Commerce. Cridlebaugh believes this would be a great addition to fill the funding gap needed for the Trades District; after discussion the following action was taken:

Motion No.
Moved by:
Seconded by:

08-23-22 CDRPA
W. Alan Loeb sack
Richard DeRock
To authorize the CEO to submit a grant application for the Washington State Department of Commerce – Small Business Innovation Fund Program.

Motion passed 6-0

Director Baldwin called for a 10-minute break at 10:40 a.m., meeting reconvened at 10:50 a.m.

INFORMATIONAL ITEMS:

Enduris Renewal – Lough presented an Insurance Premium Recap for the period of September 1, 2022 through August 31, 2023. Member premium increases are based on properties acquired, claims on the group policy, and inflation.

Year-to-Date 06-30-2022 Budget vs. Actual Report – Lough pointed out increased airport fuel sales as well as an increase in CTC Video Conference revenues and provided an overall summary of the first six months of 2022.

FAA Taxiway Alpha Project Update – Moyers provided a possible timeline on FAA Grant Funding. The next round of funding is expected mid-September.

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- Kuntz stated that Airlift Northwest is moving forward with plans to build a new hangar at Pangborn Airport.

Moyers provided information and updates including:

- Moyers presented a news article from NCWLIFE regarding the Super Scooper Fire Fighting Aircraft that were based at the Airport the past week. He discussed the amount of fuel being purchased by them as well as other firefighting aircraft that have been in the area.
- Moyers also provided an update on the Terminal Apron Project. This project is slated to be complete at the end of August. Last minute tasks needing completion include landscaping, ramp striping, and electrical work.

de Mestre provided information and updates including:

- de Mestre provided an update on the Malaga Vicinity Test Well 1 Project. Items discussed were Microsoft reimbursements, testing well sites, and a location for the future water reservoir. Bids for the project will be opened on September 8th.

Russ provided information and updates including:

- Russ provided an update on Orondo River Park and a recent inspection by the Recreation & Conservation Office (RCO), which had no findings.

Cridlebaugh provided information and updates including:

- Cridlebaugh discussed the Our Valley Our Future (OVOF) Economic Development Partners Grant Request of \$30,000 that was awarded in May 2022. The award included \$20,000 pass through economic development funds as well as a \$10,000 dollar for dollar match of for-profit, private sector contributions. OVOF requested clarification on exactly who can match the grant funds. It was suggested the wording be more precise on future grant awards.

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

REVIEW CALENDAR OF EVENTS: Lough discussed important dates coming up in the month of September.

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

Meeting was adjourned at 12:02 p.m.

Signed and dated this 13th day of September 2022.

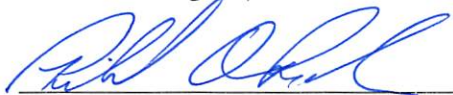
CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Donn Etherington, Director



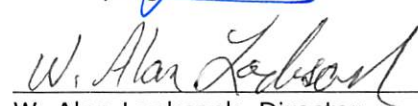
Richard DeRock, Director



Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loeb sack, Director

PORT OF CHELAN COUNTY RESOLUTION NO. 2022-04

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF CHELAN COUNTY DECLARING CERTAIN REAL PROPERTY LOCATED IN CHELAN COUNTY WASHINGTON AS SURPLUS TO THE NEEDS OF THE PORT OF CHELAN COUNTY AND AMENDING THE PORT OF CHELAN COUNTY'S COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS (THE "COMPREHENSIVE PLAN") TO REMOVE PROPERTY FROM THE COMPREHENSIVE PLAN.

Whereas the Port of Chelan County (the "POCC") owns real property located in Cashmere of Chelan County, Washington, and generally described as Parcels D and F of Boundary Line Adjustment No. 2011-118CA recorded at Chelan County Auditor's File No. 2344230 and more fully described on Exhibit "A", which is attached hereto and incorporated herein by this reference (the "Property"); and

Whereas the POCC scheduled a public hearing for August 23, 2022, to consider declaring the Property as surplus to the POCC's needs and to amend the POCC Comprehensive Plan accordingly; and

Whereas a staff report was prepared and presented at the hearing and is incorporated as part of the record of the hearing; and

Whereas proper notice of the public hearing was published and an opportunity for public testimony was provided at the public hearing; and

Whereas the Board of Directors of the Chelan Douglas Regional Port Authority, as the manager of the Property, support and approve the decision to declare the Property surplus and amend the POCC Comprehensive Plan accordingly; and

Whereas following closure of the hearing, the POCC Commissioners discussed and concluded that retaining the Property is not absolutely necessary or needed for the POCC's purposes and concluded that the POCC Comprehensive Plan should be amended to remove the Property from the POCC Comprehensive Plan.

Now, Therefore, the Board of Commissioners for the Port of Chelan County hereby resolve as follows:

1. The Property legally described on attached Exhibit "A", which is incorporated herein by this reference, is no longer needed or necessary for the POCC's purposes, and is hereby declared to be surplus.
2. The POCC Comprehensive Plan is hereby modified to delete the Property from the POCC Comprehensive Plan.
3. Some or all of the Property may be leased or sold on such terms and conditions as the Board of Directors of the Chelan Douglas Regional Port Authority deem

appropriate. Any decision to lease or sell all or a portion of the Property shall be made in a future open public meeting.

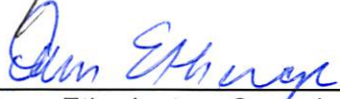
4. Nothing herein precludes the POCC Commission from deciding, in the future, to incorporate all or a portion of the Property as part of the POCC Comprehensive Plan.

ADOPTED by the Commission of the Port of Chelan County, following a hearing, at a public meeting thereof held this 23rd day of August, 2022.

PORT OF CHELAN COUNTY



J.C. Baldwin, Commissioner



Donn Etherington, Commissioner



Richard DeRock, Commissioner

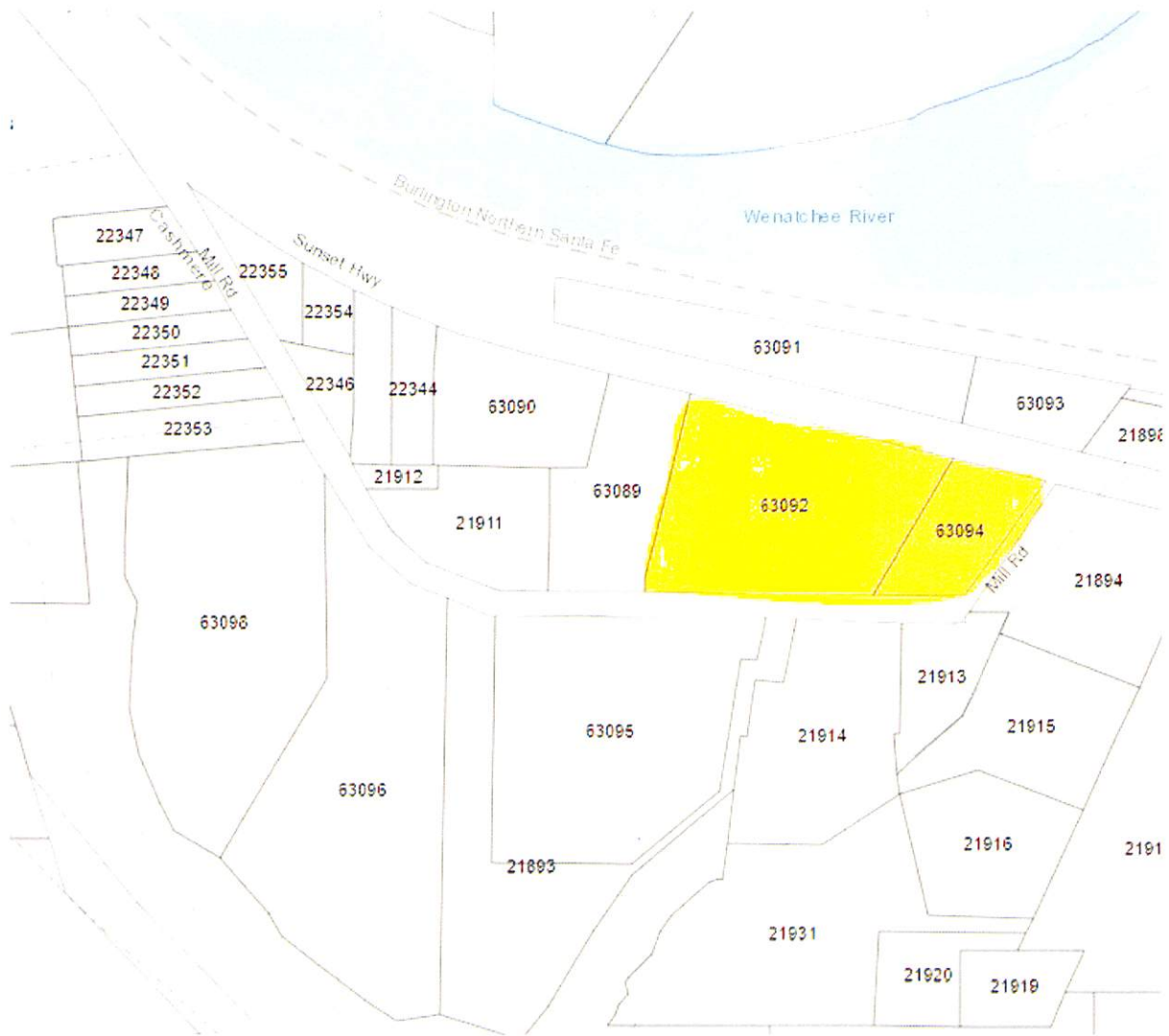
EXHIBIT "A"
Legal Description of Cashmere Property

Parcel D - Parcel #23 19 05 110 550

A parcel of land located in Northeast quarter of Section 5, Township 23 North, Range 19 East W.M. more particularly described as follows:
Beginning center of said Section 5, a 3 inch aluminum cap in monument case, thence North 02°35'13" West along the center section line a distance of 1377.68 feet to a rebar in a monument case located on the North-South center of section line ; thence South 88°11'08" East a distance of 658.53 feet to the Southwest corner of Lot 13, Willowdale Addition to Cashmere, Chelan County, Washington according to the plat thereof recorded in Volume 3 of Plats, Page 53; thence continuing South 88°11'08" East a distance of 608.31 feet to a point on the Southerly right of way of Mill Road; thence along said right of way, South 68° 55' 10" East a distance of 58.21 feet; thence continuing along said right of way, South 89° 40' 49" East 97.43 feet; thence leaving said right of way, North 00° 53' 45" East a distance of 40.09 feet to a point on the Northerly right of way of said Mill Road and the True Point of Beginning; thence along said right of way, thence South 89°40'22" East for a distance of 541.65 feet; thence leaving said right of way, North 30°16'50" East for a distance of 112.68 feet;
thence North 89°40'22" West for a distance of 596.94 feet;
thence South 00°53'45" West for a distance of 97.63 feet to the True Point of Beginning.

Parcel F - Parcel #23 19 05 110 650

A parcel of land located in Northeast quarter of Section 5, Township 23 North, Range 19 East W.M. more particularly described as follows:
Beginning center of said Section 5, a 3 inch aluminum cap in monument case, thence North 02°35'13" West along the center section line a distance of 1377.68 feet to a rebar in a monument case located on the North-South center of section line ; thence South 88°11'08" East a distance of 658.53 feet to the Southwest corner of Lot 13, Willowdale Addition to Cashmere, Chelan County, Washington according to the plat thereof recorded in Volume 3 of Plats, Page 53; thence continuing South 88°11'08" East a distance of 608.31 feet to a point on the Southerly right of way of Mill Road; thence along said right of way, South 68° 55' 10" East a distance of 58.21 feet; thence continuing along said right of way, South 89° 40' 49" East 97.43 feet; thence leaving said right of way, North 00° 53' 45" East a distance of 40.09 feet to a point on the Northerly right of way of said Mill Road; thence along said right of way, thence South 89°40'22" East for a distance of 541.65 feet to the True Point of Beginning
thence continuing along said right of way, South 89°40'22" East for a distance of 149.75 feet;
thence leaving said right of way, North 35°37'51" East for a distance of 232.07 feet;
thence North 76°26'01" West for a distance of 158.06 feet;
thence South 30°16'50" West for a distance of 30.00 feet;
thence South 30°16'50" West for a distance of 117.69 feet;
thence South 30°16'50" West for a distance of 112.68 feet to the True Point of Beginning.



**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
OWNERSHIP ALLOCATION MEMO
IMPROVEMENTS TO REAL PROPERTY EXISTING PRIOR TO JANUARY 1, 2020
DOUGLAS COUNTY TRADES DISTRICT**

On November 12, 2019, the Chelan Douglas Regional Port Authority Board of Directors adopted a policy governing capital investments. Section 4 of that policy states that all existing real property owned by Pangborn Memorial Airport will be recognized as owned by the CDRPA (except for buildings owned by the Port of Douglas or the Port of Chelan, as defined in the Interlocal Agreement). Per Section 5 of that policy, if there are new capital improvements after January 1, 2020, an Ownership Allocation Memo will be adopted by the Board of Directors and the Ports as a means to allocate respective ownership interests in the property in the event of a dissolution.

The Board of Directors seeks to construct the Trades District, consisting of up to 25 pods, on property owned by the Chelan Douglas Regional Port Authority, identified as Douglas County, WA Assessor's Tax Parcel Numbers 76600001100 and 76600001000. The Trades District is estimated to cost \$11,600,000 and will be funded by an Economic Development Administration (EDA) grant of \$4,990,967, a Washington State Capital Budget Appropriations grant of \$2,950,000, and a CERB loan obtained by the Port of Douglas County of \$2,500,000, with the remaining amount budgeted out of Chelan Douglas Regional Port Authority reserves, securing additional grant funds, or reducing the scope of this project.

Due to the various funding sources, and working with estimates, the ownership allocation is currently estimated as follows:

EDA Grant – 50% to POCC & PODC	\$4,990,967
Capital Appropriation – 50%/50%	\$2,950,000
CERB Loan – PODC	\$2,500,000
CDRPA – 75% POCC/25% PODC	\$1,159,033

The portion of funding utilizing CDRPA reserves will be allocated to the Port Districts based on the percentage of 2022 budgeted tax receipts, which calculates to 25% by the Port of Douglas and 75% by the Port of Chelan. Actual final allocations will be calculated at the conclusion of the project.

In the event of dissolution of the Chelan Douglas Regional Port Authority, the improvements are estimated to be allocated to the two Port Districts based on the percentages above, which calculate to 58.3% ownership by the Port of Douglas and 41.7% ownership by the Port of Chelan.


Signed and dated this 23rd day of August, 2022.



JC Baldwin, Director




Donn Etherington, Director




Richard DeRock, Director



Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loeb sack, Director