



*Working Together to Enhance the Economic Vitality of North Central Washington*

**Chelan Douglas Regional Port Authority**

**Confluence Technology Center  
285 Technology Center Way, Wenatchee WA  
Methow & Teanaway River Rooms  
or  
Zoom Virtual Conference Room Option**

**Meeting Agenda  
December 13<sup>th</sup>, 2022  
9:00 am**

**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. PRESENTATION**

- **Kirk Duncan - SBDC Quarterly Report**

**V. PUBLIC COMMENT**

**VI. CONSENT AGENDA**

- **CDRPA:** Approval of November 22<sup>nd</sup>, 2022 Meeting Minutes, October 2022 Commission Calendar and Check Register Pages #2022-44 through #2022-47, including Electronic Transfers.

**VII. CDRPA ACTION ITEMS**

- (1) Resolution 2022-14 Approval of Revised Investment Policy
- (2) Resolution 2022-15 Managing Authority 2023
- (3) Resolution 2022-16 Scheduling 2023 Dates and Times of Regular Meetings
- (4) 2023 Attorney Rates

**VIII. POCC ACTION ITEMS**

- (5) Resolution 2022-09 Scheduling 2023 Dates and Times of Regular Meetings

**IX. PODC ACTION ITEMS**

- (6) Resolution 2022-07 Scheduling 2023 Dates and Times of Regular Meetings

**X. INFORMATIONAL ITEMS (Board may act on any items listed)**

- (7) Aviation Fuel Pricing Policy
- (8) Trades District Update
- (9) CTC Meeting Room Policy
- (10) Extension of Small Community Air Service Development (SCASD) Grant Award

**XI. 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

**XII. PUBLIC COMMENT**

**XIII. REVIEW CALENDAR OF EVENTS**

**XIV. ITEMS FROM BOARD OF DIRECTORS**

- XV. 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))

**XVI. 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.



# CDRPA

Wenatchee SBDC 3rd  
Quarter Reports 2022

# 2022 Wenatchee SBDC 3<sup>rd</sup> Quarter Report

	Current Quarter		Year to Date
Total Clients Advised	35		51
New Clients Advised	12		25
Pre Venture	14		20
Startups	1		4
In Business	20		27
Contact Hours	285		570
New Clients Hours	25		108

# 2022 Wenatchee SBDC 3<sup>rd</sup> Quarter Report

	Quarter	YTD
Business Starts	0	3
Change in Sales	\$ 20,915	\$ 73,510
Jobs Supported	55	231
Jobs Created	3	42
Jobs Saved	24	58
Capital Infusion	\$ 51,000	\$ 2,083,000

# 2022 Wenatchee SBDC 3<sup>rd</sup> Quarter Report

Webinars attended by Chelan and Douglas County residents:

16 Businesses attended 12 Webinars

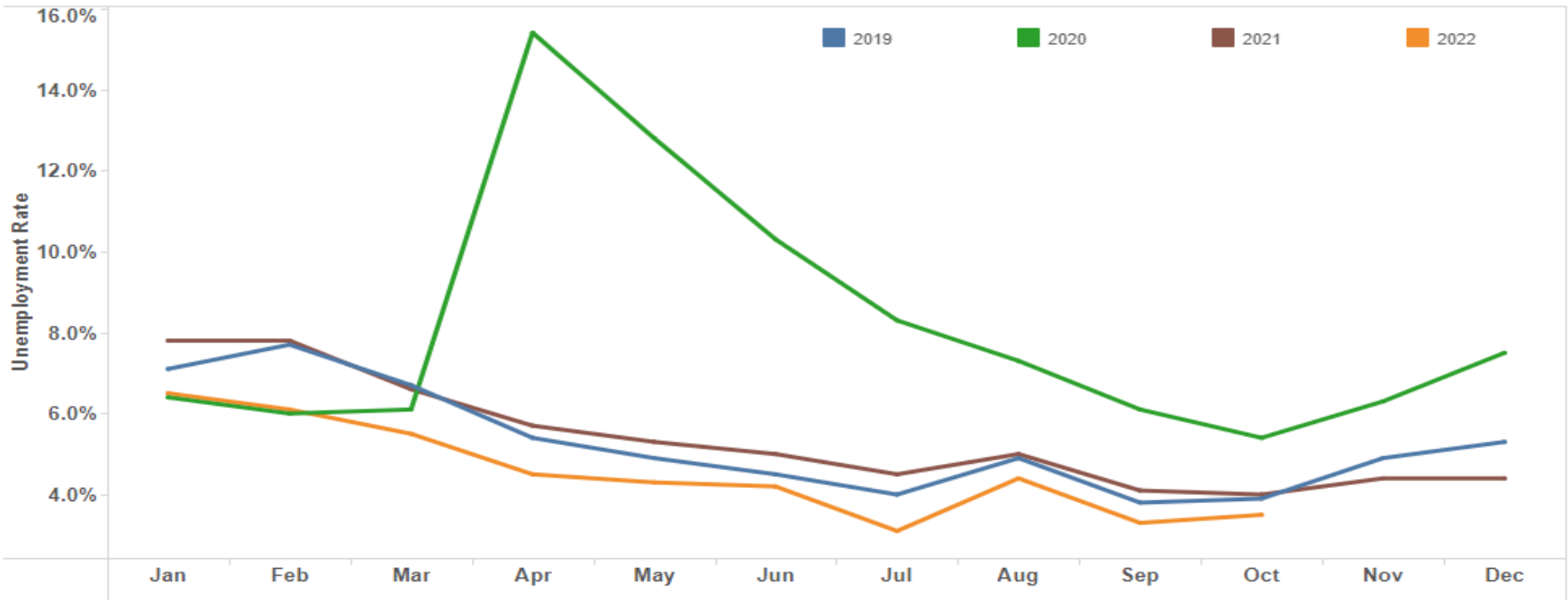
- Create a website that engages
- How to create a video for small business marketing
- Working Washington 5 & Convention Center Grants
- How to write a business plan
- Are you Ready to Start a Business
- Recruitment and Retention Strategies
- Business Growth and Development Strategies
- Creating a Successful Ad Campaigns on Facebook
- Creating a strong brand identity & implementing your brand strategy
- Evaluation your website & increasing conversations
- Small Business cybersecurity part 1: Protection
- Mastering the fundamentals of inventory management

# Labor Statistics – October 2022

## Unemployment rate, not seasonally adjusted Wenatchee MSA

Select area:

Wenatchee MSA



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	7.1%	7.7%	6.7%	5.4%	4.9%	4.5%	4.0%	4.9%	3.8%	3.9%	4.9%	5.3%
2020	6.4%	6.0%	6.1%	15.4%	12.8%	10.3%	8.3%	7.3%	6.1%	5.4%	6.3%	7.5%
2021	7.8%	7.8%	6.6%	5.7%	5.3%	5.0%	4.5%	5.0%	4.1%	4.0%	4.4%	4.4%
2022	6.5%	6.1%	5.5%	4.5%	4.3%	4.2%	3.1%	4.4%	3.3%	3.5%		

## Employment and unemployment, not seasonally adjusted Wenatchee MSA

	2022		2021		2020		2019	
	October	September	October	September	October	September	October	September
Civilian Labor Force	67,856	68,149	68,032	69,098	65,464	66,351	69,769	69,929
Employment	65,461	65,886	65,328	66,238	61,942	62,313	67,016	67,304
Unemployment	2,395	2,263	2,704	2,860	3,522	4,038	2,753	2,625
Unemployment Rate	3.5%	3.3%	4.0%	4.1%	5.4%	6.1%	3.9%	3.8%

# Key Takeaways

- Unemployment reached 15.4% in April of 2020
- October 2022, unemployment was 3.5%
- National unemployment for October was 3.7%
- Local businesses state that they are having trouble finding adequate workforce in all areas of the workforce



# Other Items to Report

- Successful collaboration between the Wenatchee Valley Chamber of Commerce and the SBDC working with the Hispanic Community in active outreach
- Five clients served in the last 2 months
- At least one business startup and two loan packages closed which will be reported at the next meeting

# 2022 Wenatchee SBDC 3rd Quarter Report

- Thank you for your time today
  - Questions?

**Board of Directors**  
**Chelan Douglas Regional Port Authority**  
**Meeting Minutes**  
**November 22nd, 2022**  
**9:00 am**

**Present:**

**Directors:**

*Donn Etherington, Director*  
*Jim Huffman, Director*  
*JC Baldwin, Director*

*W. Alan Loeb sack, Director*  
*Mark Spurgeon, Director*  
*Richard DeRock, Director*

**Staff:**

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

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

**Guests:**

*John Alt (Zoom)*  
*Chris Mansfield, T-O Engineers (Zoom)*  
*Jason Taylor, KPQ Radio (Zoom)*  
*Susan Purvis (Zoom)*  
*Linda Haglund, Wenatchee Downtown Assoc.*

*Laura Jaecks, Premier One Properties*  
*Kalie Worthen, Wenatchee World (Zoom)*  
*Emily Thornton, Wenatchee World (Zoom)*  
*Jerri Barkley, Visit Chelan County (Zoom)*  
*Mike Walker (Zoom)*

**The Chelan Douglas Regional Port Authority (CDRPA) Meeting was called to order at 9:00 am.**

**Introductions were made.**

**Conflict of Interest:** None

**Presentation:** Linda Haglund presented on the Wenatchee Downtown Association. She spoke on the well-attended Revitalize Washington event that drew over 300 participants, discussed upcoming events and was recognized for her upcoming retirement and thanked for her service and dedication to Wenatchee.

**PUBLIC COMMENTS:** An opportunity for public comment was provided; however, no public comments were received.

## **CDRPA CONSENT AGENDA:**

The Chelan Douglas Regional Port Authority Consent Agenda consisting of the November 3<sup>rd</sup>, 2022 Retreat Minutes and November 8<sup>th</sup>, 2022 Meeting Minutes was presented.

**Motion No.**  
Moved by:  
Seconded by:

**10-19-22 CDRPA**  
Mark Spurgeon  
W. Alan Loeb sack  
To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of November 3<sup>rd</sup>, 2022 Retreat Minutes and November 8<sup>th</sup>, 2022 Meeting Minutes.

*Motion passed 6-0*

Lough reviewed the timeline for Commissioner Calendar due dates with the Board to ensure timely processing.

## **CDRPA ACTION ITEMS:**

### **Resolution 2022-12 Adoption of the Regional Port 2022 Supplemental Budget #2**

Lough presented the Supplemental Budget #2 to the Board and noted that this was reviewed at the November 8<sup>th</sup>, 2022 meeting. Lough went over the minor changes that have been made due to updated bid numbers.

**Motion No.**  
Moved by:  
Seconded by:

**10-20-22 CDRPA**  
W. Alan Loeb sack  
Richard DeRock  
To adopt CDRPA Resolution No. 2022-12 Approving the 2022 Supplemental Budget #2.

*Motion passed 6-0*

### **Resolution 2022-13 Adoption of the Regional Port 2023 Budget**

Resolution 2022-13 was presented, and Kuntz noted that the Board reviewed at the November 3<sup>rd</sup>, 2022 Board Retreat and that public hearings were held at the November 8<sup>th</sup>, 2022 Board Meeting. Lough reviewed changes made to the MALSR and Trades District budgets since they were last presented.

**Motion No.**  
Moved by:  
Seconded by:

**10-21-22 CDRPA**  
Mark Spurgeon  
Richard DeRock  
To adopt CDRPA Resolution No. 2022-13 approving the 2023 Budget.

*Motion passed 6-0*

### **2023 Proposed Health Care Plan**

Lough updated the Board on changes to the health care plan, specifically that employees covered by outside insurance are no longer able to receive a stipend and now only have the option of receiving a VEBA contribution.

**Motion No.**  
Moved by:  
Seconded by:

**10-22-22 CDRPA**  
W. Alan Loeb sack  
Richard DeRock  
To approve the 2023 Health Care Plan Policy.

*Motion passed 6-0*

### **Authorization to Acquire a Compact Excavator**

Russ updated the Board on the CDRPA's need to rent a compact excavator multiple times a year, for use on multiple sites, and reviewed the cost and benefits of purchasing one for permanent Port use. Russ noted that bid prices all came back similar, and that John Deere was chosen due to the availability of the equipment. DeRock requested it be noted that, while we are not required to follow the bid process used for this piece of equipment, the Port did correctly follow the process required by State procurement guidelines.

**Motion No.**  
Moved by:  
Seconded by:

**10-23-22 CDRPA**  
Mark Spurgeon  
Richard DeRock  
To authorize the CEO to acquire a Compact Excavator in an amount not to exceed \$63,781.32.

*Motion passed 6-0*

### **Authorization to Amend Overall Terminal Apron Project Budget**

The Board was presented with an update on the Terminal Apron Project and a request was made to amend the overall project, including T-O Engineers' Amendment 1 to Task Order 21-01. Kuntz noted that this project has been completed and that it was largely funded through the FAA. de Mestre reviewed the original budget and noted that the budget increase was due to updating the scope of work from using concrete instead of asphalt. The updated budget was reviewed by the FAA and an outside engineer, and both agreed that the price change is reasonable for the work complete. Moyers stated that this was a very complex project and highlighted the importance of executing it successfully.

**Motion No.**  
Moved by:  
Seconded by:

**10-24-22 CDRPA**  
W. Alan Loeb sack  
Mark Spurgeon  
To authorize the CEO to amend the Terminal Apron Project Budget from \$10,954,085.68 to \$11,656,628.00 and further authorizing the CEO to enter into a T-O Engineers' Amendment #1 in the amount not to exceed \$398,201.01.

*Motion passed 6-0*

### **Authorization to Amend Overall MALSR Project Budget**

de Mestre presented the Board with an update on the MALSR Project process and budget. The original budget amount, agreed upon in June 2022, was reviewed at \$4,039,435. Due to additional grading and seeding work needed, and approved by the Board, most of the contingency funds for the project were used. Additionally, extended contract time/work hours along with design changes have caused T-O Engineers to request Amendment 1 to Task Order 22-11. de Mestre asked for approval to update the project budget to \$4,186,819 (a net increase of \$147,384.05). Commissioner Spurgeon amended the Motion to add an overall \$50,000 in contingency funding for the project.

**Motion No.**  
Moved by:  
Seconded by:

**10-25-22 CDRPA**  
Mark Spurgeon  
W. Alan Loeb sack  
To authorize the CEO to amend the MALSR Project Budget from \$4,039,435 to \$4,186,820 and further authorizing the CEO to enter into a T-O Engineers' Amendment 1 in the amount not to exceed \$149,000 and to add \$50,000 in contingency funding.

*Motion passed 6-0*

**Public Comment:** Sarah Deenik, Communications Coordinator, read a question provided via Zoom messaging: Susan Purvis asked, "Can you let me know the status of the Mansfield Airport?" Moyers noted the airplane VIR tower count as very low. Kuntz reported he sent a letter to the Mansfield Mayor regarding the future of the airport. He has not received a reply.



**The Value of Data Centers** – Kuntz shared with the Board that a kick-off meeting was held with leaders from Grant, Douglas and Chelan counties to discuss the creation of a website to showcase the value of data centers. He noted that the meeting was positive and there was a consensus to fund the site locally and not accept funding from Microsoft or any other major Data Center developers.

**GA Terminal Building** – Kuntz shared that staff has continued to revise the project plans to ensure that it is a FAA eligible project. The application for the BIL has been submitted to the FAA. Work continues with ALSC Architects and T-O Engineers to ensure FAA eligibility, however the project will not move forward until we receive an update on the grant.

#### **MISCELLANEOUS STAFF REPORTS:**

##### **Kuntz provided information and updates including:**

- Salcido Enterprises has expressed an interest in acquiring property at the Olds Station Business Park for a new office/warehouse.

##### **Lough provided information and updates including:**

- Provided information on FBO activity and noted that we are operating at a net-profit.
- Updated the Board on the Port credit cards. Lough asked that everyone keeps a close eye on their transactions.
- Shared on behalf of Ron Russ that we received a letter with a grievance over the period the Port was unable to open the Executive Flight Display Hangar. We are formalizing a response and it was noted that the aircraft in question was not present at Executive Flight during the 3 days the door was unable to be opened.

##### **Moyers provided information and updates including:**

- Moyers updated the Board on the status of the jet fuel truck and shared that Colby Goodrich will be traveling to inspect it in Ohio before delivery.
- Reminded the Board that there will be a screening at the Liberty Theater of *Devotion* and twenty-four Veterans will be in attendance.

##### **de Mestre provided information and updates including:**

- Gave an update on the 5<sup>th</sup> Street project. Reported the Chelan County PUD Commission elected not to select GTS as the project developer at this time.

##### **Degnan provided information and updates including:**

- Degnan shared that the entrance work at the CTC is almost complete and noted the updated lighting.

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

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

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

##### **EXECUTIVE SESSION: NONE**

Meeting adjourned at 12:03pm.

Signed and dated this 13<sup>th</sup> day of December 2022.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

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

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

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

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

\_\_\_\_\_  
Richard DeRock, Director

\_\_\_\_\_  
W. Alan Loeb sack, Director



**Chelan Douglas Regional Port Authority**

**Board of Directors Calendar**

**October 2022**

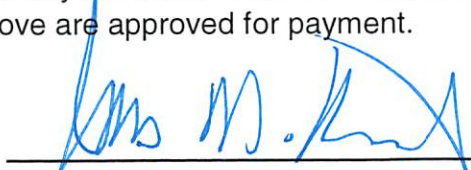
<b>Date</b>	<b>Meeting</b>	<b>Location</b>	<b>JCB</b>	<b>DE</b>	<b>JH</b>	<b>MS</b>	<b>RD</b>	<b>AL</b>
10/3	State Legislative District 7 Meeting	Douglas County TLS				X		X
10/6	Sec. Transportation INFRA Grant	Confluence Park				X		
10/6	Apple Capital Loop Celebration	Walla Walla Park	X					
10/11	CDRPA Board Meeting	CDRPA	X	X	X	X	X	X
10/13	CDTC Board Meeting	CTC	X			X		
10/14	Upper Valley Commissioner Meeting	Big Y	X					
10/14	Horizon Air	CTC	X*			X		
10/15	Travel to Routes World & TakeOff 2022	Las Vegas		X		X		
10/16	Routes World & TakeOff 2022	Las Vegas		X		X		
10/17	Routes World & TakeOff 2022	Las Vegas		X		X		
10/17	Diamond Foundry	CDRPA	X					X
10/18	Zero Emissions Tech Event	CTC					X	
10/18	WPPA Staff w/ Jim Kuntz	Cook's Corner	X					
10/18	Routes World & TakeOff 2022	Las Vegas		X		X		
10/19	Travel from Routes World & TakeOff 2022	Las Vegas		X		X		
10/19	Main Street Conference/Pybus Panel Disc.	Pybus Market	X					
10/19	Aquatic Center Meeting	CTC			X		X	
10/20	WPPA Small Ports	Enzian Inn/Leavenworth	X	X		X	X	
10/21	WPPA Small Ports	Enzian Inn/Leavenworth	X					
10/21	Alcoa Meeting	CDRPA		X		X		
10/21	State Lobbyist Selection	CDRPA				X*	X	
10/25	CDRPA Board Meeting	CTC	X	X	X	X	X	X
10/26	Partners Breakfast Meeting	Wenatchee Convention Center	X	X			X	X
10/27	Partners Luncheon Meeting	Wenatchee Convention Center		X		X	X	
10/27	NCWEDD Exec Committee Meeting	Zoom			X			
10/28	Alcoa Meeting	Malaga		X				
*	<b>denotes multiple meetings on same day</b>							

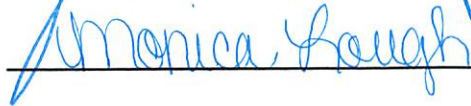
**Chelan Douglas Regional Port Authority  
Check Register Listing  
2022-November**

<b>Date Issued</b>	<b>Register #</b>	<b>Reason</b>	<b>First #</b>	<b>Last #</b>	<b>Amount</b>
11/01/22		WA Dept of Revenue - LH Tax		ACH	\$103,606.27
11/10/22	2022-44	Sangster Motors - 2023 GMC Sierra 3500	10608	10608	\$66,520.58
11/15/22		Mid-Month Employee Advances		ACH	\$3,000.00
11/15/22	2022-45	Mid-Month Payables	10609	10685	\$639,750.53
11/17/22		HRA VEBA - Larsen 2021		ACH	\$155.82
11/29/22		WA Dept of Revenue - Sales Tax		ACH	\$5,913.48
11/30/22	2022-46	November 2022 Payroll	10686	10690	\$280,128.67
11/30/22	2022-47	Month-End Payables	10691	10755	\$1,768,837.54

Transactions for approval December 13, 2022 total: \$2,867,912.89

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. 

Director Baldwin \_\_\_\_\_

Director Etherington \_\_\_\_\_

Director DeRock \_\_\_\_\_

Director Huffman \_\_\_\_\_

Director Loeb sack \_\_\_\_\_

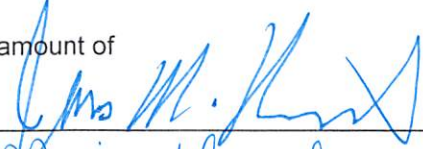
Director Spurgeon \_\_\_\_\_

**Chelan Douglas Regional Port Authority  
Check Register  
2022-44**

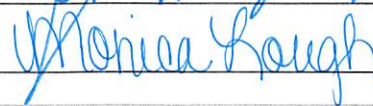
We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval November 7th, 2022 check 10608 in the amount of \$ 66,520.58

Jim Kuntz, Chief Executive Officer



Monica Lough, Director of Finance & Admin



Date Issued	Claimant	Purpose	Check Number	Amount
11/07/2022	Sangster Motors	2023 GMC Sierra 3500	10608	66,520.58
<b>TOTAL</b>				<b><u>\$66,520.58</u></b>

**Chelan Douglas Regional Port Authority  
Check Register  
2022-45**

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 November 15, 2022 checks 10609 - 10685 in the amount of

**\$639,750.53**

Jim Kuntz, Chief Executive Officer \_\_\_\_\_

Monica Lough, Director of Finance & Admin \_\_\_\_\_

<u>Date Issued</u>	<u>Claimant</u>	<u>Purpose</u>	<u>Check Number</u>	<u>Amount</u>
<b><u>CASHMERE MILL DISTRICT</u></b>				
11/15/2022	Banner Bank - RR	Tool Rental	10619	148.78
11/15/2022	Chelan County PUD	Utilities	10625	1,165.42
11/15/2022	City of Cashmere	Utilities	10627	536.78
11/15/2022	Inland Fire Protection, Inc.	Building Maintenance	10644	1,092.12
11/15/2022	Waste Management	Utilities	10678	421.43
	<b>Net Cashmere Mill District</b>			<b>3,364.53</b>
<b><u>CONFLUENCE TECHNOLOGY CENTER</u></b>				
11/15/2022	Banner Bank - TD	Office/Coffee Supplies/Software	10621	2,373.92
11/15/2022	Chelan County PUD	Utilities	10625	8,432.14
11/15/2022	City of Wenatchee	Utilities	10628	785.11
11/15/2022	Crown Paper & Janitorial Supply	Janitorial Supplies	10632	543.58
11/15/2022	Daisy Reign Photography	Tenant Deposit Refund	10633	506.07
11/15/2022	Express Services, Inc.	Admin Assistant	10638	408.85
11/15/2022	GFC Services	Meeting Room Setups/Janitorial Services	10641	10,022.69
11/15/2022	Home Depot Pro	Landscaping Supplies	10643	82.94
11/15/2022	Janice Brown	Tenant Deposit Refund	10646	137.08
11/15/2022	Keyhole Security Inc.	Security System	10648	304.91
11/15/2022	Lowe's	Maintenance Supplies	10651	69.32
11/15/2022	North Central ESD	Contract Service - October	10656	10,488.00
11/15/2022	Pacific Security	Patrol Service	10662	444.00
11/15/2022	Waste Management	Utilities	10678	1,191.50
11/15/2022	Weinstein Beverage Co.	Coffee Supplies	10679	218.20
	<b>Net Confluence Technology Center</b>			<b>\$36,008.31</b>
<b><u>DOWNTOWN WENATCHEE SOUTH</u></b>				
11/15/2022	Chelan County PUD	Utilities	10625	882.91
11/15/2022	City of Wenatchee	Utilities	10628	728.62
11/15/2022	Inland Fire Protection, Inc.	Building Maintenance	10644	3,378.90
	<b>Net Downtown Wenatchee South</b>			<b>\$4,990.43</b>

**Chelan Douglas Regional Port Authority  
Check Register  
2022-45**

**OLDS STATION BUSINESS PARK**

11/15/2022	Chelan County PUD	Utilities	10625	2,132.27
11/15/2022	City of Wenatchee	Utilities	10628	897.40
11/15/2022	Keyhole Security Inc.	Building Repairs	10648	28.24
11/15/2022	Les Schwab Tire Center	Equipment Maintenance	10649	223.50
11/15/2022	Local Tel Communications	Alarm Systems	10650	146.74
11/15/2022	Lowe's	Misc. Supplies	10651	30.82
11/15/2022	Pacific Security	Patrol Services	10662	888.00
11/15/2022	S & W Irrigation Supply	Landscaping Supplies	10667	1,186.71
11/15/2022	Stan's Merry Mart	Misc. Supplies	10670	29.31
11/15/2022	Stemilt Organic Recycling Center	Landscaping Waste	10673	15.00
11/15/2022	Waste Management	Utilities	10678	139.88
	<b>Net Olds Station Business Park</b>			<b>\$5,717.87</b>

**PANGBORN AIRPORT**

11/15/2022	Ag Supply Co.	Fuel	10610	2,762.94
11/15/2022	AvFuel Corp	Jet Fuel	10612	43,229.71
11/15/2022	Banner Bank - CG	FBO Expenses	10614	73.85
11/15/2022	Banner Bank - PE	FBO Expenses	10617	139.50
11/15/2022	Banner Bank - TF	Vehicle/Equipment Maintenance	10622	618.66
11/15/2022	Banner Bank - TM	Phone Service, AAAE Meeting, VirTower	10623	939.33
11/15/2022	Cintas Corporation	FBO Expenses; Uniforms	10626	97.88
11/15/2022	Clayco	Refund Overpayment	10629	100.00
11/15/2022	CO-Energy	Fuel	10630	689.33
11/15/2022	Douglas County PUD	Utilities	10634	1,741.00
11/15/2022	FlashParking, Inc.	Parking Fees	10640	8.71
11/15/2022	Home Depot Pro	FBO Expenses	10643	245.86
11/15/2022	Jerry's Auto Supply	Vehicle Maintenance	10647	852.02
11/15/2022	Keyhole Security Inc.	Aviation Maintenance	10648	1,860.47
11/15/2022	Lowe's	Maintenance Supplies	10651	257.24
11/15/2022	Moon Security Services	Security Expenses	10654	47.65
11/15/2022	North Wind Aviation LLC	Non-Aviation Maintenance	10657	423.15
11/15/2022	NW Snow and Ice Equipment	Equipment Maintenance	10658	665.46
11/15/2022	ODP Business Solutions LLC	FBO Expenses	10659	75.71
11/15/2022	OmniPark, Inc.	Parking Lot Expenses	10660	366.07
11/15/2022	Oxarc, Inc.	FBO Expenses; Oxy Cylinders	10661	85.56
11/15/2022	Pacific Security	Patrol Services	10662	444.00
11/15/2022	Platt Electric Supply	Terminal Maintenance	10664	226.57
11/15/2022	ProDIGIQ, Inc.	Regulatory Compliance	10665	750.00
11/15/2022	Stan's Merry Mart	Vehicle/Equipment Maintenance	10670	93.37
11/15/2022	United Rotary Brush Corporation	Winter Operations	10676	3,794.70
11/15/2022	Voltaire Aviation Inc	Air Service Dev Retainer	10677	4,000.00
11/15/2022	Waste Management	Utilities	10678	972.52
11/15/2022	Wenatchee Petroleum Co	FBO Expenses	10681	701.17
	<b>Net Pangborn Airport</b>			<b>66,262.43</b>

**PANGBORN BUSINESS PARK**

11/15/2022	Douglas County PUD	Utilities	10634	1,095.00
11/15/2022	North Cascades Heating & A/C, Inc	Maintenance	10655	1,333.32
	<b>Net Pangborn Business Park</b>			<b>\$2,428.32</b>

**Chelan Douglas Regional Port Authority  
Check Register  
2022-45**

<b><u>RPA OFFICE/AVIATION CENTER</u></b>				
11/15/2022	Banner Bank - PE	Building Maintenance	10617	16.23
11/15/2022	Banner Bank - RR	Building Maintenance	10619	43.40
11/15/2022	Douglas County PUD	Utilities	10634	1,007.00
11/15/2022	United Rentals	Building Maintenance	10675	1,247.98
11/15/2022	Waste Management	Utilities	10678	380.45
	<b>Net RPA Office/Aviation Center</b>			<b>2,695.06</b>
<b><u>LAKE CHELAN AIRPORT</u></b>				
11/15/2022	Banner Bank - TM	VirTower Software	10623	400.00
11/15/2022	Chelan County PUD	Utilities	10625	23.94
11/15/2022	Young Bucks Landscaping LLC	Landscaping Maintenance	10683	433.20
	<b>Net Lake Chelan Airport</b>			<b>857.14</b>
<b><u>MANSFIELD AIRPORT</u></b>				
11/15/2022	Banner Bank - TM	VirTower Software	10623	400.00
11/15/2022	Douglas County PUD	Utilities	10634	45.00
	<b>Net Mansfield Airport</b>			<b>445.00</b>
<b><u>WATERVILLE AIRPORT</u></b>				
11/15/2022	Banner Bank - TM	VirTower Software	10623	400.00
11/15/2022	Douglas County PUD	Utilities	10634	21.00
11/15/2022	Douglas County Treasurer	Property Taxes	10636	456.25
	<b>Net Waterville Airport</b>			<b>877.25</b>
<b><u>ORONDO RIVER PARK</u></b>				
11/15/2022	After Hours Plumbing & Heating, Inc.	Water Heaters/Winterized Bathrooms	10609	671.46
11/15/2022	Waste Management	Utilities	10678	130.10
	<b>Net Orondo River Park</b>			<b>801.56</b>
<b><u>ADMINISTRATIVE &amp; GENERAL</u></b>				
11/15/2022	Banner Bank - JK	Lunch Meetings	10615	132.26
11/15/2022	Banner Bank - MS	TakeOff 2022 Conference	10616	1,394.22
11/15/2022	Banner Bank - PE	Software Subsc, Office Supplies, Board Mtg	10617	1,875.00
11/15/2022	Banner Bank - RR	Software	10619	119.12
11/15/2022	Cascade Quality Water	Bottled Water - Office	10624	25.26
11/15/2022	Coleman Oil Company	Fuel	10631	321.78
11/15/2022	Firefly	Software	10639	37.90
11/15/2022	Jerry's Auto Supply	Maintenance Supplies	10647	12.35
11/15/2022	ODP Business Solutions LLC	Office Supplies	10659	170.82
11/15/2022	Stacie de Mestre	Mileage	10685	140.00
	<b>Net Administrative &amp; General</b>			<b>\$4,228.71</b>

**Chelan Douglas Regional Port Authority  
Check Register  
2022-45**

**BUSINESS DEVELOPMENT & MARKETING**

11/15/2022	Banner Bank - JK	Promotional Hosting	10615	210.44
11/15/2022	Banner Bank - PE	Job Posting - Snow Removal	10617	280.57
11/15/2022	Banner Bank - RC	Marketing	10618	335.56
11/15/2022	GoUSA, Inc.	Logo Wear	10642	756.40
11/15/2022	Parsons Photography	Business Portrait - B. Lammert	10663	119.46
11/15/2022	Sun Basin Theatres	Private Screening - Devotion Movie	10674	1,558.00
11/15/2022	Wenatchee Convention Center	Partner Breakfast/Lunch Meetings	10680	6,022.74
11/15/2022	Wenatchee World	Legal Advertising	10682	1,068.51
	<b>Net Business Development &amp; Marketing</b>			<b>\$10,351.68</b>

**ECONOMIC DEVELOPMENT CONTRACTS - Municipalities**

11/15/2022	Eastmont Metropolitan Park District	Economic Development Contract	10637	321.17
11/15/2022	Manson Park & Recreation District	Economic Development Contract	10652	2,400.41
				<b>\$2,721.58</b>

**CAPITAL PROJECTS**

11/15/2022	ALSC Architects	Pangborn GA Terminal Building	10611	28,888.25
11/15/2022	Avidex	CTC Audio Upgrade	10613	18,918.87
11/15/2022	Banner Bank - RR	Hangar Door Repairs	10619	3,117.94
11/15/2022	Banner Bank - SD	ALS Permit	10620	1,661.16
11/15/2022	Douglas County Sewer District No. 1	Apron Connection Fee	10635	41,836.16
11/15/2022	Firefly	EF Security Cameras	10639	30,127.98
11/15/2022	Hangar Door Specialists, LLC	Hangar Door Repairs	10684	14,828.56
11/15/2022	Home Depot Pro	CTC Entry Project	10643	307.14
11/15/2022	J-U-B Engineers, Inc.	Waterville Runway Edge Lighting Sys	10645	1,030.50
11/15/2022	Lowe's	Airport Wireless Network	10651	167.04
11/15/2022	Maul Foster Alongi, Inc.	EPA Brownfield Coalition Grant	10653	74,176.60
11/15/2022	Ridgeline Graphics, Inc	PMA Taxiwy A	10666	2,115.77
11/15/2022	S & W Irrigation Supply	CTC Entry Project	10667	55.56
11/15/2022	Smith Excavation, Inc.	Cashmere Mill Site - Wood Waste Removal	10668	272,177.29
11/15/2022	Standard Paint & Flooring	Retainage - EF Carpet	10671	8,054.63
11/15/2022	Star Rentals, Inc.	CTC Entry Project	10672	537.21
	<b>Net Capital Projects</b>			<b>498,000.66</b>

**TOTAL**

**\$639,750.53**

**VOID: 10669**


**Chelan Douglas Regional Port Authority**  
**Check Register**  
**2022-46**

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.

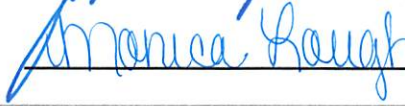
For approval November 30, 2022, checks 10686 - 10690 and electronic payments in the amount of:

\$ 280,128.67

Jim Kuntz, Chief Executive Officer




---




---

Monica Lough, Director of Finance & Admin

<u>Date Issued</u>	<u>Claimant</u>	<u>Purpose</u>	<u>Check Number</u>	<u>Amount</u>
<b><u>Payroll</u></b>				
11/30/22	Amador, Lorena	November 2022 Payroll	EFT	3,686.33
11/30/22	Asplund, Randy L	November 2022 Payroll	EFT	965.05
11/30/22	Baldwin, Janet L	November 2022 Payroll	EFT	1,424.68
11/30/22	Beidler, Camryn N	November 2022 Payroll	EFT	3,194.17
11/30/22	Burdick-Avis, Julie	November 2022 Payroll	EFT	3,369.50
11/30/22	Camarillo Reyes, Laura	November 2022 Payroll	EFT	3,526.19
11/30/22	Chatriand, Bobbie J	November 2022 Payroll	EFT	3,551.80
11/30/22	Cridlebaugh, Ronald W	November 2022 Payroll	EFT	6,467.29
11/30/22	Blake, Kenny R	November 2022 Payroll	EFT	286.28
11/30/22	Day, Skylar	November 2022 Payroll	EFT	3,188.07
11/30/22	de Mestre, Stacie	November 2022 Payroll	EFT	6,257.56
11/30/22	Deenik, Sarah K	November 2022 Payroll	EFT	5,670.46
11/30/22	Degnan, Tricia E	November 2022 Payroll	EFT	4,890.12
11/30/22	DeRock, Richard	November 2022 Payroll	EFT	1,938.42
11/30/22	Downs, Paul J	November 2022 Payroll	EFT	236.28
11/30/22	Etherington, Donn	November 2022 Payroll	EFT	2,244.26
11/30/22	Flaget, Todd R	November 2022 Payroll	EFT	4,867.42
11/30/22	Gamache, Raymond B	November 2022 Payroll	EFT	286.28
11/30/22	Goodrich, Colby	November 2022 Payroll	EFT	4,534.34
11/30/22	Huffman, James D	November 2022 Payroll	EFT	1,315.59
11/30/22	Kern, Dana	November 2022 Payroll	EFT	3,282.40
11/30/22	Kuntz, James M	November 2022 Payroll	EFT	14,244.97
11/30/22	Lamb, Kenneth R	November 2022 Payroll	EFT	4,723.93
11/30/22	Lamb, Shane C	November 2022 Payroll	EFT	3,985.03
11/30/22	Lammert, Emily B	November 2022 Payroll	EFT	3,954.84
11/30/22	Larsen, Craig N	November 2022 Payroll	EFT	5,887.13
11/30/22	Loesack, W Alan	November 2022 Payroll	EFT	1,519.81
11/30/22	Lough, Monica D	November 2022 Payroll	EFT	8,126.67
11/30/22	Martinez, Rafael	November 2022 Payroll	EFT	2,854.50



11/30/22	Moyers, Trent D	November 2022 Payroll	EFT	7,986.75
11/30/22	Orr, Marcus J	November 2022 Payroll	EFT	4,309.04
11/30/22	Rumburg, Concetta	November 2022 Payroll	EFT	1,618.19
11/30/22	Russ, Ronald R	November 2022 Payroll	EFT	6,371.92
11/30/22	Russell, Justin L	November 2022 Payroll	EFT	4,008.71
11/30/22	Ruud, David K	November 2022 Payroll	10688	48.48
11/30/22	Smith, Charles B	November 2022 Payroll	EFT	3,717.14
11/30/22	Spurgeon, Mark M	November 2022 Payroll	EFT	912.93
11/30/22	Stutzman, Lynn A	November 2022 Payroll	10690	92.22
11/30/22	Vargas, Manuel A	November 2022 Payroll	EFT	4,513.49
11/30/22	Warren, Kole A	November 2022 Payroll	EFT	2,876.28
11/30/22	HRA VEBA Trust	November VEBA	EFT	1,000.00
11/30/22	Bobbie Chatriand	November Sunshine fund	10686	135.00
11/30/22	Health Care Authority	December Insurance	10687	45,946.54
11/30/22	Department of Retirement Systems	November Retirement	ACH	37,979.77
11/30/22	US Treasury	November Payroll taxes	EFTPS	48,132.84
	<b>Net Payroll</b>			<b><u>280,128.67</u></b>

**Voided: 10689**

**Chelan Douglas Regional Port Authority**  
**Check Register**  
**2022-47**

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 November 30, 2022 checks 10691 - 10755 in the amount of

**\$1,768,837.54**

Jim Kuntz, Chief Executive Officer \_\_\_\_\_

Monica Lough, Director of Finance & Admin \_\_\_\_\_

Date Issued	Claimant	Purpose	Check Number	Amount
<b><u>CASHMERE MILL DISTRICT</u></b>				
11/30/2022	Local Tel Communications	Fire Alarm Service	10726	181.94
	<b>Net Cashmere Mill District</b>			<b><u>181.94</u></b>
<b><u>CONFLUENCE TECHNOLOGY CENTER</u></b>				
11/30/2022	Cascade Natural Gas	Utilities	10697	117.87
11/30/2022	Chelan County PUD	Utilities	10698	218.74
11/30/2022	Consolidated Electrical Distributors, Inc	Maintenance Supplies	10702	963.83
11/30/2022	Crown Paper & Janitorial Supply	Janitorial/Coffee Supplies	10704	472.12
11/30/2022	Express Services, Inc.	Administrative Assistant	10714	384.80
11/30/2022	Firefly	Managed Services	10717	2,220.87
11/30/2022	Home Depot Pro	Maintenance Supplies	10719	46.67
11/30/2022	Kelley Connect	Copier Maintenance	10754	145.48
11/30/2022	Local Tel Communications	Fire Supression/Telephone	10726	947.77
11/30/2022	Lowe's	Maintenance Supplies	10727	20.88
11/30/2022	S&W Irrigation Supply	Landscape Supplies	10742	203.07
	<b>Net Confluence Technology Center</b>			<b><u>5,742.10</u></b>
<b><u>DOWNTOWN WENATCHEE SOUTH</u></b>				
11/30/2022	Cascade Natural Gas	Utilities	10697	485.08
11/30/2022	Local Tel Communications	Utilities	10726	274.62
	<b>Net Downtown Wenatchee South</b>			<b><u>759.70</u></b>
<b><u>OLDS STATION BUSINESS PARK</u></b>				
11/30/2022	Cascade Natural Gas	Utilities	10697	13.78
11/30/2022	Chelan County PUD	Utilities	10698	581.69
11/30/2022	Local Tel Communications	Alarm Systems	10726	573.42
11/30/2022	Lowe's	Maintenance Supplies	10727	35.96
	<b>Net Olds Station Business Park</b>			<b><u>1,204.85</u></b>

**Chelan Douglas Regional Port Authority  
Check Register  
2022-47**

**PANGBORN AIRPORT**

11/30/2022	American Assoc. of Airport Executives	Regulatory Compliance	10694	1,254.00
11/30/2022	Avfuel Corp	Jet Fuel Truck Rental	10695	2,000.00
11/30/2022	Camcal Inc	FBO Expenses	10696	1,530.37
11/30/2022	Cintas Corporation	Uniforms	10699	146.82
11/30/2022	Douglas County Sewer District No. 1	Utilities	10709	281.19
11/30/2022	East Wenatchee Water District	Water	10710	534.50
11/30/2022	Enduris	Property Insurance	10713	387.00
11/30/2022	Ferguson Enterprises, Inc.	Terminal Maintenance	10716	103.43
11/30/2022	Firefly	Managed Services	10717	1,869.80
11/30/2022	Go USA, Inc.	Maintenance Uniforms	10718	497.80
11/30/2022	Home Depot Pro	Terminal Maintenance	10719	61.60
11/30/2022	Jerry's Auto Supply	Vehicle/Equipment Maintenance	10721	450.42
11/30/2022	Local Tel Communications	Phone/Internet/Cable	10726	853.53
11/30/2022	Moon Security Services, Inc	Security Monitoring	10730	47.65
11/30/2022	Performance Systems Integration, LLC	Regulatory Compliance	10735	1,010.74
11/30/2022	RACOM Corporation	Equipment Maintenance	10737	18.31
11/30/2022	Stan's Merry Mart	Misc. Supplies	10744	76.00
11/30/2022	T-O Engineers	Engineering Services	10746	6,711.87
11/30/2022	Virtower LLC	VirTower Tracking Software	10749	400.00
11/30/2022	Voltaire Aviation Inc	Professional Fees	10750	846.56
	<b>Net Pangborn Airport</b>			<b>19,081.59</b>

**PANGBORN BUSINESS PARK**

11/30/2022	Douglas County Sewer District No. 1	Utilities	10709	91.00
11/30/2022	East Wenatchee Water District	Water	10710	585.00
11/30/2022	Local Tel Communications	Fire Alarm Service	10726	171.13
11/30/2022	York Building Services, Inc.	Janitorial	10752	1,535.00
11/30/2022	Young Bucks Landscaping LLC	Landscape Maintenance	10753	2,095.61
	<b>Net Pangborn Business Park</b>			<b>\$4,477.74</b>

**RPA OFFICE/AVIATION CENTER**

11/30/2022	Cascade Natural Gas	Utilities	10697	5,924.40
11/30/2022	Douglas County Sewer District No. 1	Utilities	10709	284.83
11/30/2022	East Wenatchee Water District	Water	10710	644.50
11/30/2022	Platt Electric Supply	Building Maintenance	10736	28.68
11/30/2022	Young Bucks Landscaping LLC	Landscape Maintenance	10753	1,397.07
	<b>Net RPA Office/Aviation Center</b>			<b>8,279.48</b>

**MANSFIELD AIRPORT**

11/30/2022	Virtower LLC	VirTower Tracking Software	10749	400.00
	<b>Net Mansfield Airport</b>			<b>\$400.00</b>

**WATERVILLE AIRPORT**

11/30/2022	Douglas County PUD	Utilities	10708	51.00
11/30/2022	Enduris	Property Insurance	10713	1,036.00
11/30/2022	Virtower LLC	VirTower Tracking Software	10749	400.00
	<b>Net Waterville Airport</b>			<b>1,487.00</b>

**LAKE CHELAN AIRPORT**

11/30/2022	Virtower LLC	VirTower Tracking Software	10749	400.00
11/30/2022	Young Bucks Landscaping LLC	Landscape Maintenance	10753	379.05
	<b>Net Lake Chelan Airport</b>			<b>\$779.05</b>

**Chelan Douglas Regional Port Authority  
Check Register  
2022-47**

**ORONDO RIVER PARK**

11/30/2022	Alpine Environmental	Maintenance	10693	850.00
11/30/2022	Douglas County PUD	Utilities	10708	60.00
11/30/2022	Local Tel Communications	Internet	10726	65.90
11/30/2022	Young Bucks Landscaping LLC	Landscape Maintenance	10753	3,763.43
	<b>Net Orondo River Park</b>			<b>\$4,739.33</b>

**ADMINISTRATIVE & GENERAL**

11/30/2022	Alan Loeb sack	Mileage	10692	247.13
11/30/2022	Coleman Oil Company	Fuel	10700	377.55
11/30/2022	Davis Arneil Law Firm, LLP	Legal Services	10705	7,005.00
11/30/2022	Donn Etherington	Mileage/Meals/Lodging	10707	1,979.77
11/30/2022	Elevate Government Affairs, LLC	Government Relations Services	10711	7,500.00
11/30/2022	Emily B Lammert	Mileage	10712	34.19
11/30/2022	Firefly	Managed Services	10717	2,791.16
11/30/2022	J. C. Baldwin	Mileage	10720	217.50
11/30/2022	Julie Burdick-Avis	Office Supplies	10722	12.41
11/30/2022	Kelley Connect	Office Supplies	10755	269.44
11/30/2022	Laura Camarillo Reyes	Mileage	10725	16.69
11/30/2022	Local Tel Communications	Telephone	10726	981.62
11/30/2022	Mark M Spurgeon	Mileage	10729	101.50
11/30/2022	ODP Business Solutions, LLC	Office Supplies	10731	229.01
11/30/2022	RH2 Engineering, Inc.	Board Mtgs/Economic Development Support	10738	2,575.19
11/30/2022	Richard DeRock	Mileage	10739	54.38
11/30/2022	Ron Cridlebaugh	Mileage	10740	96.25
11/30/2022	Shane Lamb	Mileage	10743	46.38
11/30/2022	State Auditor's Office	Financial Audit	10745	116.10
11/30/2022	Tricia Degnan	Mileage	10748	37.21
11/30/2022	Xerox Corporation	Printer Usage	10751	300.17
	<b>Net Administrative &amp; General</b>			<b>\$24,988.65</b>

**BUSINESS DEVELOPMENT & MARKETING**

11/30/2022	Davis Arneil Law Firm, LLP	Public Records Requests	10705	383.50
11/30/2022	Go USA, Inc.	Logo Wear	10718	1,728.32
11/30/2022	Kenneth R Lamb	Logo Wear	10724	19.01
11/30/2022	Marcus Orr	Logo Wear	10728	250.00
11/30/2022	Todd Flaget	Logo Wear	10747	400.00
11/30/2022	Voltaire Aviation Inc	Economic Dev. Roundtable	10750	1,387.34
	<b>Net Business Development &amp; Marketing</b>			<b>\$4,168.17</b>

**Chelan Douglas Regional Port Authority  
Check Register  
2022-47**

**CAPITAL PROJECTS**

11/30/2022	A 1 Asbestos	Malaga Trailer Removal	10691	3,628.05
11/30/2022	Colvico, Inc.	Pangborn MALSR Approach Lighting System	10701	1,301,035.09
11/30/2022	Construction Special Inspection, LLC	Cashmere Mill Site - Debris Removal	10703	1,298.00
11/30/2022	DOH Associates	CTC Shell Restoration	10706	6,698.88
11/30/2022	FedEx	EF Hangar Doors Repairs	10715	76.70
11/30/2022	Home Depot Pro	CTC Entry Project	10719	484.87
11/30/2022	Lowe's	Wireless Network	10727	27.44
11/30/2022	PACE Engineers, Inc.	RPZ Land Acqu	10732	247.50
11/30/2022	Pape Machinery, Inc.	2023 John Deere Excavator	10733	64,044.79
11/30/2022	Patriot Taxiway Industries	Lighting System Runway	10734	197,290.30
11/30/2022	RACOM Corporation	Installation Service - GMC Flatbed Truck	10737	1,821.12
11/30/2022	RH2 Engineering, Inc.	Cashmere Mill Site - Debris Removal	10738	5,584.41
11/30/2022	RH2 Engineering, Inc.	Malaga Water Improvements - A&E	10738	29,544.97
11/30/2022	RH2 Engineering, Inc.	LOJO Cooling Water Disposal Evaluation	10738	1,621.04
11/30/2022	Rowe's Tractor, LLC	CTC Entry Project	10741	817.34
11/30/2022	T-O Engineers	MALSR Constr Assistance	10746	40,201.37
11/30/2022	T-O Engineers	AGISTerrain Survey	10746	2,141.25
11/30/2022	T-O Engineers	RPZ Land Acqu	10746	380.00
11/30/2022	T-O Engineers	GA Terminal Project	10746	4,637.50
11/30/2022	T-O Engineers	Exec Hangar Site Design	10746	30,637.32
11/30/2022	T-O Engineers	Turf Landing Strip Study	10746	330.00
	<b>Net Capital Projects</b>			<b><u>\$1,692,547.94</u></b>

**TOTAL**

**\$1,768,837.54**

**VOID: 10723**

# Memo

**To:** Board of Directors  
**From:** Monica Lough  
**cc:** Jim Kuntz  
**Date:** December 13, 2022  
**Re:** Investment Policy

---

**Please see attached a proposed updated investment policy for 2023. This policy is required to be reviewed annually by the board, with any modifications approved. I have highlighted the one area that was changed, based on input from Aaron Bonck of Time Value Investments. I will be happy to answer any questions at the meeting.**

**CDRPA RESOLUTION NO. 2022-14**

**A RESOLUTION OF THE BOARD OF DIRECTORS ESTABLISHING A  
CHELAN DOUGLAS REGIONAL PORT AUTHORITY INVESTMENT POLICY**

**Whereas**, the Board of Directors of the Chelan Douglas Regional Port Authority has the statutory authority to adopt from time to time resolutions authorizing the investment of Port funds which are not required for immediate expenditures and which are in the custody of the port treasurer and to specify, subject to statutory constraints, permitted investment of said funds;

**Now, therefore, be it resolved**, that the Board of Directors of the Chelan Douglas Regional Port Authority hereby adopts the following investment policy to govern investment of Port funds not needed for immediate expenditure and authorizes the investment of such funds by the port treasurer in accordance with the terms and provisions of this resolution.

The port treasurer is charged with the responsibility of preparing for the Board of Directors and CEO quarterly reports on investment activity and yields. Such reports shall contain a summary of the type of investments, amount of investments, place of investments, term of investments and yield.

This resolution is effective as of December 13<sup>th</sup>, 2022 and shall terminate on December 31<sup>st</sup>, 2023.

**Adopted** by the Board of Directors of the Chelan Douglas Regional Port Authority at a regular meeting thereof held this 13<sup>th</sup> day of December, 2022.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

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

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

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

\_\_\_\_\_  
W. Alan Loeb sack, Director

\_\_\_\_\_  
Richard DeRock, Director

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



# **Investment Policy**

**Adopted by the Chelan Douglas Regional Port Authority  
Board of Directors on \_\_\_\_\_.**



## **Investment Policy**

### **I. POLICY**

#### **1.1 Policy**

### **II. SCOPE & OBJECTIVES**

#### **2.1 Scope**

#### **2.2 Objectives**

### **III. STANDARDS OF CARE**

#### **3.1 Prudence**

#### **3.2 Delegation of Authority**

#### **3.3 Ethics & Conflict of Interest**

### **IV. AUTHORIZED INVESTMENTS, DIVERSIFICATION, MATURITIES AND COLLATERALIZATION**

#### **4.1 Authorized Investments**

#### **4.2 Diversification**

#### **4.3 Maturities**

### **V. DEALERS, INSTITUTIONS, SAFEKEEPING AND CUSTODY, INTERNAL & EXTERNAL CONTROL**

#### **5.1 Authorized Financial Dealers & Institutions**

#### **5.2 Safekeeping and Custody**

#### **5.3 Internal Control**

#### **5.4 External Control**

### **VI. PERFORMANCE MEASUREMENT & REPORTING REQUIREMENTS**

#### **6.1 Performance Standards**

#### **6.2 Reporting**

### **VII. POLICY ADOPTION**

#### **7.1 Investment Policy Adoption**

## I. POLICY

### *1.1 Policy:*

It is the policy of the Chelan Douglas Regional Port Authority to invest public funds in a manner which will provide the market rate of return with the maximum security while meeting the daily cash flow demands on the Treasury and conforming to all Washington statutes governing the investment of public funds.

The purpose of this Investment Policy is to establish the investment objectives, delegation of authority, standards of prudence, eligible investments and transactions, internal controls, reporting requirements and custodial procedures necessary for the prudent management and investment of the funds of the Chelan Douglas Regional Port Authority.

## II. SCOPE AND OBJECTIVES

### *2.1 Scope:*

This investment policy applies to all financial investment assets and managed assets of the Chelan Douglas Regional Port Authority. Investment assets are accounted for in the Port Authority's Annual Financial Report.

### *2.2 Objectives:*

The primary objectives, in priority order, of the Port Authority's investment activities shall be legality, safety, liquidity, and return:

#### *Legality of Investments:*

The Port Authority's investment holdings shall be in conformance with federal, state and other legal requirements.

#### *Safety:*

Safety of principal is the foremost objective of the Investment Policy of the Chelan Douglas Regional Port Authority. Investments of the Port Authority shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

#### *Liquidity:*

The Port Authority's investment portfolio will remain sufficiently liquid to enable the Port Authority to meet all operating requirements which might be reasonably anticipated.

#### *Return on Investment:*

The Port Authority's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the Port Authority's investment risk constraints and the cash flow characteristics of the portfolio.

### III. STANDARDS OF CARE

#### *3.1 Prudence:*

Investments shall be made with judgment and care - under circumstances then prevailing - which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "prudent person" and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

#### *3.2 Delegation of Authority:*

Management responsibility for the investment program is hereby delegated to the Director of Finance & Administration serving as the Port Authority's Treasurer, who shall establish written procedures for the operation of the investment program, consistent with the investment policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Director of Finance & Administration. The procedures will be periodically reviewed and updated at the direction of the Director of Finance & Administration.

#### *3.3 Ethics and Conflict of Interest:*

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Chief Executive Officer any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the Port Authority's portfolio.

### IV. AUTHORIZED INVESTMENTS, DIVERSIFICATION, MATURITIES AND COLLATERALIZATION

#### *4.1 Authorized Investments:*

All municipal corporations in Washington State, including the Chelan Douglas Regional Port Authority, are empowered by statute to invest in the following securities: (The enabling legislation is RCW 39.58 and, as amended, RCW's 53.36, 39.58, 39.59, 39.60, 43.84.080 and 43.250). The Port Authority has chosen to limit the authorized investments to the following:

- 1) Investment deposits including certificates of deposit, with qualified public depositories.
- 2) Certificates, notes, or bonds of the United States, or other obligations of the United States or its agencies, or of any corporation wholly owned by the government of the United States.

3) Obligations of government-sponsored enterprises which are eligible as collateral for advances to member banks as determined by the Board of Governors of the Federal Reserve System. (These include but are not limited to Federal Home Loan Bank notes and bonds, Federal National Mortgage Association notes, Federal Home Loan Mortgage Corporation and Federal Farm Credit Bank bonds.)

4) Corporate notes purchased on the secondary market provided that the Director of Finance and Administration adheres with the policies and procedures of the State Investment Board regarding corporate notes.

5) Bankers' acceptances purchased on the secondary market which have at the time of investment the highest credit rating by a minimum of two recognized rating agencies.

6) Commercial Paper provided that the Director of Finance & Administration adheres with the policies and procedures of the State Investment Board regarding commercial paper (RCW 43.84.080(7)).

7) Bonds of the State of Washington and any local government in the State of Washington, which bonds have at the time of investment one of the three highest credit ratings of a nationally recognized rating agency.

8) General obligation bonds of a state other than the State of Washington and general obligation bonds of a local government of a state other than the State of Washington, which bonds have at the time of investment one of the three highest credit ratings of a nationally recognized rating agency.

9) State Investment Pool - As prescribed by the RCW code, the legislation has provided for a mechanism whereby political subdivisions may, at their option, utilize the resources of the State Treasurer (OST) to maximize the potential surplus funds while ensuring the safety of public funds. A state investment pool has been designated to meet this function.

#### 4.2 Diversification:

The Port will diversify its investments by security type and institution. The constraints will provide for a disciplined guide in making investment decisions.

##### *Diversification Constraints:*

ISSUER TYPE	% of TOTAL PORTFOLIO
Local Government Investment Pool	100%
US Treasury Obligations	100%
Government Sponsored Enterprises (GSE's)	100%
Callable issues	up to 50%
<b>Corporate Bonds</b>	<b>20%</b>
Certificates of Deposit/Bank Deposits/Saving	75%
Obligations of the State of Washington	50%

#### *4.3 Maturities:*

The Port Authority will invest in securities with maturity dates five (5) years from the date of purchase or less.

The maximum weighted maturity (modified duration) of the total portfolio shall not exceed 3.0 years. This maximum is established to limit the portfolio to excessive price change exposure.

Liquidity funds will be held in the State Pool, bank deposits or in money market instruments maturing in six months or less.

The investment portfolio will have securities that mature between 1 day and 5 years.

Exception to 5-year-maturity maximum: The Chelan Douglas Regional Port Authority may invest in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds or where deferred payment to the Port Authority are matched to the maturity date.

### V. DEALERS AND INSTITUTIONS, SAFEKEEPING AND CUSTODY, INTERNAL AND EXTERNAL CONTROL

#### *5.1 Authorized Financial Dealers and Institutions:*

The Director of Finance & Administration will limit banking transactions to designated banking relationships and will refer to the financial institutions list provided by the Public Deposit Commission of banks authorized to provide investment services (RCW 39.58.080).

In addition, the Port Authority will approve security broker/dealers by credit worthiness, and understanding of the Port Authority's requirements and policy. These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15c3-1 (Uniform Net Capital Rule). No public deposit shall be made except in a qualified public depository in the State of Washington.

A current financial statement is required to be on file for each broker/dealer with which the Port Authority invests.

#### *5.2 Safekeeping and Custody:*

All security transactions entered into by the Chelan Douglas Regional Port Authority shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third-party custodian designated by the Director of Finance & Administration and approved by the State Treasurer.

#### *5.3 Internal Control:*

The Director of Finance & Administration shall establish a process of periodic review by the Accounting/Finance Staff. This review will provide internal control monitoring by assuring that policies and procedures are being complied with.

#### *5.4 External Control:*

The Director of Finance & Administration may engage the services of outside professionals as necessary for the efficient management of the investment program. External service providers shall be subject to the provisions of this Investment Policy.

### VI. PERFORMANCE MEASUREMENT AND REPORTING REQUIREMENTS

#### *6.1 Performance Standards:*

The Port Authority's investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the Port Authority's investment risk constraints and cash flow needs. A market benchmark may be utilized and will be established through the Director of Finance & Administration. The return shall be based on the net yield after accounting for the amortization of the discounts or premiums paid.

#### *6.2 Reporting:*

The Director of Finance & Administration shall provide the Board of Directors with consistent periodic reporting. These reports shall provide an accurate and meaningful representation of the investment portfolio, its performance versus the established benchmark, and proof of compliance with the investment policy. At a minimum these reports will be presented quarterly and such reports will include:

- Total investment portfolio yield and earnings rate.
- Percentage of the portfolio in each investment category.
- Summary of securities by investment type held at the end of the reporting period.
- Average term and yield by investment type.
- Investment yield comparison to various benchmarks.

### VII. POLICY ADOPTION

#### *7.1 Investment Policy Adoption:*

The Chelan Douglas Regional Port Authority investment policy shall be adopted by resolution of the Board of Directors. The policy shall be reviewed on an annual basis and any modifications made thereto must be approved by the Board of Directors.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
RESOLUTION NO. 2022-15**

**DELEGATION OF AUTHORITY  
CALENDAR YEAR 2023**

**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, 2023, 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 10<sup>th</sup>, 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 (INCLUDING UNIT PRICED CONTRACTS) AND PURCHASED SERVICES**

- 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 \$3400,000 – 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 \$3400,000 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 \$3400,001 – For projects estimated to cost in excess of \$3400,001, 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. The original contract value is under \$50,000.
  2. Or the following conditions are met:
    - a. 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.~~
      - a.b. The contract provides for issuance of change orders.
      - b.c. 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.
      - e.d. 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.~~
- 3.2. 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, AND PROFESSIONAL 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. Board authorization to proceed shall be obtained prior to seeking qualifications for contracts estimated over \$100,000.

**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 13<sup>th</sup> day of December 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

\_\_\_\_\_  
Richard DeRock, Director

\_\_\_\_\_  
W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
RESOLUTION NO. 2022-16**

**A RESOLUTION OF THE CHELAN DOUGLAS REGIONAL  
PORT AUTHORITY BOARD SCHEDULING DATES AND  
TIMES OF REGULAR MEETINGS FOR 2023**

**Whereas**, the Port of Chelan County and the Port of Douglas executed an Interlocal Agreement on June 11<sup>th</sup>, 2019 forming the Chelan Douglas Regional Port Authority, the purpose of which is to operate the Ports and the Pangborn Memorial Airport as a consolidated operation;

**Whereas**, the Chelan Douglas Regional Port Authority Board consists of the three Commissioners of the Port of Chelan County and the three Commissioners of the Port of Douglas County;

**Whereas**, in a regular Chelan Douglas Regional Port Authority Board meeting, the members discussed a regular meeting schedule for the calendar year 2023;

**Now, Therefore, the Chelan Douglas Regional Port Authority hereby resolves as follows:**

1. Meeting Schedule and Locations. The Chelan Douglas Regional Port Authority regular meetings for calendar year 2023 shall be held at Confluence Technology Center, 285 Technology Way, Wenatchee, WA on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month. The Chelan Douglas Regional Port Authority meetings may also be held via Zoom Virtual Meeting.

2. Meeting Time. All regular meetings of the Chelan Douglas Regional Port Authority Board shall begin at 9:00 a.m.

3. Special Meetings. Any meeting of the Chelan Douglas Regional Port Authority Board held on a day other than the regular meeting days as set forth above shall be a special meeting of the Chelan Douglas Regional Port Authority Board and the meeting shall be called and notice shall be given as required in RCW 42.30.080, as the same exist now or may be hereafter amended.

4. Simultaneously Called Meetings. Any meeting of the Chelan Douglas Regional Port Authority Board shall also mean simultaneous meetings of the Port of Chelan County and Port of Douglas County.

**Adopted** by the Board of Directors of the Chelan Douglas Regional Port Authority at a regular meeting thereof held this 13<sup>th</sup> day of December 2022.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

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

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

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

\_\_\_\_\_  
W. Alan Loeb sack, Director

\_\_\_\_\_  
Richard DeRock, Director

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

**PORT OF CHELAN COUNTY  
RESOLUTION NO. 2022-09**

**A RESOLUTION OF THE PORT OF CHELAN COUNTY  
SCHEDULING DATES AND TIMES OF REGULAR  
MEETINGS FOR 2023**

**Whereas**, the Port of Chelan County and the Port of Douglas County executed an Interlocal Agreement on June 11<sup>th</sup>, 2019 forming the Chelan Douglas Regional Port Authority, the purpose of which is to operate the Ports and Pangborn Memorial Airport as a consolidated operation. Each meeting of the Chelan Douglas Regional Port Authority will also be a public meeting of the Port of Chelan County Commission; and

**Whereas**, the Port of Chelan County Commission desires to adopt a regular meeting schedule that is identical to the regular meeting schedule for the Chelan Douglas Regional Port Authority; and

**Whereas**, in a regular Port of Chelan County Commission meeting, the members discussed a regular meeting schedule for the calendar year 2023;

**Now, Therefore, the Port of Chelan County Commission hereby resolves as follows:**

1. Meeting Schedule and Locations. The Port of Chelan County regular meetings for calendar year 2023 shall be held at the Confluence Technology Center, 285 Technology Way, Wenatchee, WA on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month. The Port of Chelan County meetings may also be held via Zoom Virtual Meeting.

2. Meeting Time. All regular meetings of the Port of Chelan County Commission shall begin at 9:00 a.m.

3. Special Meetings. Any meeting of the Port of Chelan County Commission held on a day other than the regular meeting days as set forth above shall be a special meeting of the Port of Chelan County Commission and the meeting shall be called and notice shall be given as required in RCW 42.30.080, as the same exist now or may be hereafter amended.

**Adopted** by the Port of Chelan County Commission at a regular meeting thereof held this 13<sup>th</sup> day of December 2022.

**PORT OF CHELAN COUNTY**

\_\_\_\_\_  
JC Baldwin, President

\_\_\_\_\_  
Donn Etherington, Vice President

\_\_\_\_\_  
Richard DeRock, Secretary



**PORT OF DOUGLAS COUNTY  
RESOLUTION NO. 2022-07**

**A RESOLUTION OF THE PORT OF DOUGLAS COUNTY  
SCHEDULING DATES AND TIMES OF REGULAR  
MEETINGS FOR 2023**

**Whereas**, the Port of Douglas County and the Port of Chelan County executed an Interlocal Agreement on June 11<sup>th</sup>, 2019 forming the Chelan Douglas Regional Port Authority, the purpose of which is to operate the Ports and Pangborn Memorial Airport as a consolidated operation. Each meeting of the Chelan Douglas Regional Port Authority will also be a public meeting of the Port of Douglas County Commission; and

**Whereas**, the Port of Douglas County Commission desires to adopt a regular meeting schedule that is identical to the regular meeting schedule for the Chelan Douglas Regional Port Authority; and

**Whereas**, in a regular Port of Douglas County Commission meeting, the members discussed a regular meeting schedule for the calendar year 2023;

**Now, Therefore, the Port of Douglas County Commission hereby resolves as follows:**

1. Meeting Schedule and Locations. The Port of Douglas County regular meetings for calendar year 2023 shall be held at the Confluence Technology Center, 285 Technology Way, Wenatchee, WA on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month. The Port of Douglas County meetings may also be held via Zoom Virtual Meeting.

2. Meeting Time. All regular meetings of the Port of Douglas County Commission shall begin at 9:00 a.m.

3. Special Meetings. Any meeting of the Port of Douglas County Commission held on a day other than the regular meeting days as set forth above shall be a special meeting of the Port of Douglas County Commission and the meeting shall be called and notice shall be given as required in RCW 42.30.080, as the same exist now or may be hereafter amended.

**Adopted** by the Port of Douglas County Commission at a regular meeting thereof held this 13<sup>th</sup> day of December 2022.

**PORT OF DOUGLAS COUNTY**

\_\_\_\_\_  
Jim Huffman, President

\_\_\_\_\_  
W. Alan Loeb sack, Vice President

\_\_\_\_\_  
Mark Spurgeon, Secretary

# Memo

**To:** Board of Directors

**From:**  Jim Kuntz

**Date:** November 30, 2022

**Re:** Pangborn Airport – Aviation Fuel Pricing Policy

---

When the Regional Port took over the fueling operations at Pangborn Airport, including the Executive Flight fueling system, I instituted a standardized practice on how fuel is to be marked up. This policy has served us well.

Colby wants to make a few adjustments, which I support. In considering aviation fuel is an important revenue source for the airport, I thought reviewing the attached aviation fuel pricing policy with the Board would be appropriate.

## Jim Kuntz

---

**From:** Colby Goodrich  
**Sent:** Tuesday, November 29, 2022 1:54 PM  
**To:** Jim Kuntz  
**Cc:** Trent Moyers; Monica Lough; Brooke Lammert  
**Subject:** Fuel Pricing Policy  
**Attachments:** Fuel\_Pricing\_Policy\_November\_2022.docx; Jeta\_Fuel\_Pricing\_Policy\_Info\_Recs.xlsx

Jim,

Attached you will find my adjustments to our current fuel pricing policy along with an excel sheet with additional information to support my recommendation for the adjustments. The excel sheet lays out the current airports we use in our survey to set our price for Jet A, it shows their price for Jet A each respective week, and the average price for that week. At the bottom you will find our price for that week, our margin and the difference between our cost and the average area price from other airports. With the volatility of fuel cost this year our current fuel pricing policy margins hinder our ability to stay flexible enough to adjust our pricing to stay within a reasonable amount of the average cost. Some weeks we have been able to keep it as close as \$0.05 cents with a margin of \$1.83 yet other weeks have had the difference be as much as \$0.47 cents with a margin of \$1.98.

My recommendation shows an increase to the top end of our margin from \$2.00 to \$2.75, this increase will give us the flexibility to make adjustments in smaller increments while staying competitive. With having a higher top end we have the ability to keep pricing closer to the average, even when we are sitting on a lower cost load or loads of fuel. The goal here is not to stay at the top end of our margin and be the highest priced fuel in the area but rather give us the ability to increase our prices as others do. In the month of August we averaged \$0.33 cents below the regional average cost, one of our biggest firefighting months of the year and our margin was the biggest inhibitor to keeping our prices in line with others in the region. I have also recommended an increase to the lower end of our margin from \$1.00 to \$1.25, while I don't necessarily think we need to make this adjustment I don't foresee costs of other airports coming that far down. Typically privately owned FBO's try and keep a their margins above \$2.00 and often have margins even higher than that from my experience.

I would be happy to discuss further when it's convenient.

Regards,

**Colby Goodrich**  
**FBO Manager**

3764 Airport Way, East Wenatchee, WA 98802  
☎ 509.884.4700 ex.312 | Cell 253-951-3361 | Email: [colby@cdrpa.org](mailto:colby@cdrpa.org)  
[www.flywenatchee.com](http://www.flywenatchee.com) | [www.cdrpa.org](http://www.cdrpa.org)



# Chelan Douglas Regional Port Authority

## Pangborn Memorial Airport

### Aviation Fuel Pricing Policy

#### Overall Goal

To provide competitively priced aviation fuels at Pangborn Memorial Airport as measured against other airport fuel prices in the region, while maintaining reasonable margins to reinvest in the airport's infrastructure needs.

#### Pricing of 100LL Fuel

##### Airports to use in pricing survey (65 miles from Pangborn)

#### Self Service Pricing

- KELN Bowers Field Airport – Ellensburg
- KEPH Ephrata Municipal Airport – Ephrata
- S10 Lake Chelan Airport – Chelan
- KMWH Grant County Airport – Moses Lake
- KYKM Yakima Air Terminal – McAllister Field
- S70 Othello Municipal Airport – Othello
- S52 Methow State Airport – Winthrop
- 2S8 Wilbur Airport – Wilbur
- S35 Okanogan Legion Airport – Okanogan

#### Weekly Pricing and Margins

Each week a designated employee will survey the above referenced airports to determine self-service pricing. The pricing will then be reset at the Pangborn Airport to reflect the average price of the surveyed airports withing the following limitations:

The markup at Pangborn shall not be less than \$0.75 cents per gallon or exceed \$1.25 per gallon, unless otherwise approved by the CEO.

The calculation on a gallon of wholesale fuel purchased by Pangborn, shall be the invoiced priced including all taxes from our most recent purchase. Ask accounting if you are unsure of recent wholesale purchase price.

Fuel surveys shall be done each week on a Monday and/or Tuesday.

Pangborn Fuel prices will be reset every Tuesday, Wednesday and/or Thursday. The revised pricing will be entered into the following sites at a minimum.

1. AvfuelHub
2. Airnav
3. Airplane Manager
4. Facebook
5. Flight Plan
6. Flight Aware
7. Global Air
8. Pangborn Airport Website

Note: Username and passwords to said accounts should be known to those employees entering the new pricing information.

### **Records Management**

A notebook will be maintained that has weekly survey results and the pricing change a Pangborn Airport. Attached is the weekly survey and pricing form to be used.

### **Pricing of Jet A Fuel**

#### **Airports to use in pricing survey (85 miles from Pangborn)**

#### **Fuel Service Pricing**

- KELN Bowers Field Airport – Ellensburg
- S10 Lake Chelan Airport – Chelan
- KMWH Grant County International Airport – Moses Lake
- KYKM Yakima Air Terminal McAllister Field
- S52 Methow State Airport – Winthrop

- 2S8 Wilbur Airport – Wilbur
- KOMK Omak Airport – Omak
- KRLD Richland Airport – Richland
- KPSC Tri-Cities Airport – Pasco
- KRNT Renton Municipal Airport – Renton
- S50 Auburn Municipal Airport – Auburn
- S43 Harvey Field Airport – Snohomish

### **Weekly Pricing and Margins**

The same process as outlined above for 100LL shall be followed for surveying and pricing Jet A fuel with one exception.

The markup at Pangborn shall not be less than \$1.25 per gallon or exceed \$2.75 per gallon, unless otherwise approved by the CEO.

Fuel pricing policy approved by CEO as of \_\_\_\_\_.

Date	Aug 2nd	Aug 9th	Aug 16th	Aug 23rd	Aug 30th	Sept 6th	Sept 13th
KELN	\$6.72	\$6.72	\$6.72	\$6.72	\$6.72	\$6.72	\$6.30
KMWH	\$7.26	\$7.26	\$6.95	\$6.95	\$7.03	\$7.44	\$7.44
KYKM	\$7.63	\$7.63	\$7.03	\$7.03	\$7.03	\$7.03	\$7.03
KRDL	\$6.68	\$6.69	\$6.69	\$6.69	\$6.69	\$6.69	\$6.69
KPSC	\$7.10	\$7.10	\$7.10	\$7.10	\$7.10	\$7.10	\$7.10
KRNT	\$7.30	\$6.95	\$6.95	\$6.95	\$7.30	\$7.30	\$7.30
S50	\$7.15	\$7.15	\$7.15	\$7.15	\$7.15	\$7.15	\$7.15
S43	\$6.95	\$6.95	\$6.95	\$6.95	\$6.95	\$6.95	\$6.25
Average	\$7.10	\$7.06	\$6.94	\$6.94	\$7.00	\$7.05	\$6.91
KEAT	\$7.05	\$6.75	\$6.55	\$6.48	\$6.57	\$6.67	\$6.74
Margin	\$1.83	\$1.81	\$1.97	\$1.98	\$1.90	\$1.90	\$1.90
Difference	\$0.05	\$0.31	\$0.39	\$0.47	\$0.43	\$0.38	\$0.17
Average Difference	\$0.33					\$0.22	

Sept 20th	Sept 27th	Oct 4th	Oct 11th	Oct 18th	Oct 25th	Nov 1st	Nov 8th	Nov 15th
\$6.30	\$6.30	\$6.30	\$6.30	\$6.30	\$6.30	\$6.30	\$6.60	\$6.60
\$7.37	\$7.15	\$7.15	\$7.15	\$7.39	\$7.67	\$6.93	\$7.16	\$7.14
\$7.03	\$7.03	\$7.03	\$7.03	\$7.03	\$7.57	\$7.57	\$7.57	\$6.82
\$6.69	\$6.69	\$6.69	\$6.69	\$6.69	\$6.69	\$6.69	\$6.69	\$6.69
\$7.10	\$7.10	\$6.99	\$6.99	\$7.39	\$7.10	\$7.10	\$7.10	\$7.10
\$7.30	\$7.30	\$7.30	\$7.30	\$7.30	\$7.30	\$7.30	\$6.25	\$6.25
\$7.45	\$7.45	\$7.45	\$7.45	\$7.45	\$7.45	\$7.45	\$7.45	\$7.45
\$6.25	\$6.25	\$6.25	\$6.25	\$6.25	\$6.25	\$6.35	\$6.35	\$6.35
\$6.94	\$6.91	\$6.90	\$6.90	\$6.98	\$7.04	\$6.96	\$6.90	\$6.80
\$6.77	\$6.77	\$6.75	\$6.75	\$6.67	\$6.67	\$6.73	\$6.73	\$6.73
\$1.93	\$1.97	\$1.99	\$1.99	\$2.00	\$1.94	\$1.99	\$1.99	\$1.99
\$0.17	\$0.14	\$0.15	\$0.15	\$0.31	\$0.37	\$0.23	\$0.17	\$0.07

\$0.25

\$0.15



Nov 22nd

\$6.60

\$7.10

\$6.82

\$6.69

\$7.10

\$6.25

\$7.45

\$6.35

\$6.80

\$6.69

\$2.00

\$0.11

**Chelan Douglas Regional Port Authority  
Pangborn Memorial Airport  
Weekly Jet A Fuel Pricing**

1. Week of \_\_\_\_\_

**2. Airport Survey Results (Full Service Price)**

<u>KELN</u>	Bowers	\$
<u>S10</u>	Chelan	\$
<u>KMWH</u>	Grant County	\$
<u>KYKM</u>	Yakima	\$
<u>S52</u>	Methow	\$
<u>2S8</u>	Wilbur	\$
<u>KOMK</u>	Omak	\$
<u>KRDL</u>	Richland	\$
<u>KPSC</u>	Tri-Cities	\$
<u>KRNT</u>	Renton	\$
<u>S50</u>	Auburn	\$
<u>S43</u>	Harvey Field	\$

**Average Per Gallon Sales Price \$\_\_\_\_\_**

3. **Pangborn wholesale per gallon fuel costs including all taxes on the most recent purchase price: \$\_\_\_\_\_**

**Date of most recent fuel purchase invoice\_\_\_\_\_.**

***Note: ask accounting department if unsure.***

4. **Use average sales price per gallon via airport survey to establish new Pangborn fuel price. Adjust price as necessary**

**to meet the minimum markup of \$1.00 per gallon and/or max markup \$1.85 per gallon. If the average fuel sales price is already within our markup range, no further adjustment in price is needed.**

- 5. Revised Per Gallon Sales Price \$\_\_\_\_\_.**
- 6. Date revised price was entered into internet fueling sites  
\_\_\_\_\_**
- 7. Employee signature: \_\_\_\_\_**

# Memo

**To:** Board of Directors  
**From:**  Jim Kuntz  
**Date:** December 2<sup>nd</sup>, 2022  
**Re:** CTC – Meeting Room Policy

---

Please find attached an updated meeting room policy for the CTC Building. Tricia and Quentin helped with this revised policy. My goal is to have a clear and concise policy in place.

Formal Board approval is not required. However, I would welcome your input.



## **Confluence Technology Center**

### **Meeting Room Policies**

#### **General Policy Information**

- The CTC Meeting rooms are rented strictly to organizations for business-related events such as meetings, workshops, trainings, seminars, etc. Business related retirement parties, luncheons & holiday events are also allowed.
- Bookings are accepted on a first come, first served basis and are subject to room availability.
- Events can be booked, at the minimum, one full business day in advance.
- Private events such as weddings, receptions, birthday parties are prohibited.

#### **Ethical Standards:**

The CTC presumes that all organizations hosting events will uphold high ethical standards without regard to race, color, religion, sex, age, national origin, or disability.

#### **Restrictions:**

The CTC may impose reasonable time, place, or manner restrictions for the rooms to ensure that all business-related use can be accommodated to the maximum extent possible.



**Right of Refusal:**

The CTC reserves the right to refuse to rent meeting room space at its own discretion.

**Right to Adjust Reservations:**

The CTC SOLELY reserves the right to determine the appropriate use of the meeting room spaces within the building.

**Noise:**

Since meeting rooms are used throughout the building, we reserve the right to refuse any request based on our impression of the likely noise level expected from the event.

**Violation of Policies and Procedures:**

If any contact person, groups, or group members are found to be in violation of any of these booking procedures and room use policies, the CTC reserves the right to cancel or deny existing and/or future reservation requests.

Revised and Approved as of December 2022

November 23, 2022

Mark Holding Raggio  
U.S. Department of Transportation  
OST - Office of Aviation Analysis  
T: +1 202 366 1271

**Re: Extension of Small Community Air Service Development (SCASD) Grant Award  
DOT-OST-2017-0155-0015**

Mr. Raggio:

Pangborn Memorial Airport in East Wenatchee, Washington, requests an extension of its Small Community Air Service Development (SCASD) Grant awarded in the 2017 grant cycle. The Grant was awarded to secure service to the San Francisco Bay Area.

While we continue to work to secure new service to the Bay Area, factors outside the airport's control have delayed the process. Most notably, the pandemic and subsequent pilot retirements, which have resulted in pilot shortages at regional airlines, have made new network service difficult to secure. While we work to secure new network service, ten US airports have lost all airline service and 107 have lost more than 25% of regional airline capacity.

Pangborn is one of those 107 airports that lost capacity. At the time we applied for the Grant, our airport had three flights per day to Seattle on Alaska Airlines, with an average of 228 daily departing seats. Today, our airport has just one flight per day to Seattle – a loss of 67% of Wenatchee's capacity. The reason for the capacity loss is the pilot shortage, not a lack of demand.

The airport continues to meet with prospective carriers, but the pilot shortage has pushed our timeline for new service into the end of 2023, at least. Without the extension of our Grant award window, Pangborn Memorial Airport will have little chance to compete with other airports seeking service restoration.

All contributions for matching funds are still committed. A total of 91 organizations have contributed \$401,395 in cash to this project. The Chelan Douglas Regional Port Authority, the governing agency for Pangborn Memorial Airport, has collected funding for this project and is holding that funding in escrow. The community is still behind the project, even with the delay.

Sincerely,



Trent Moyers  
Airport Director  
Pangborn Memorial Airport

---

**BOARD OF DIRECTORS**

**Chelan Douglas Regional Port Authority - Lease Report**  
**Leases & Renewals - Reporting Period NOVEMBER 2022 | CDRPA Related**  
**Meeting: December 13, 2022**

New Leases					
Tenant	Building or Land	SQFT or Acres	Starting	Term	Base Rent/Month
None Reported for this Period					

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 - Reporting Period NOVEMBER 2022 | CTC Related**  
**Meeting: December 13, 2022**

New Leases					
Tenant	Building or Land	SQFT or Acres	Starting	Term	Base Rent/Month
Meadowbrook Education Services	Confluence Technology 283 Olds Station Suite A-102	137	11/1/2022	M2M	\$502.41

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	
Daisy Reign Photography	Confluence Technology Building Space A103 CTC South	138 Sq Ft	10/31/2022	\$506.07	

**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 - Reporting Period NOVEMBER 2022 | Aviation Related**  
**Meeting: December 13, 2022**

New Leases					
Tenant	Building or Land	SQFT or Acres	Starting	Term	Base Rent/Month
None Reported for this Period					

Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
Doug Van Osten	3922 Airport Way			11/01/2022 - 10/31/2027	\$104.00
Gerald Dixon & Randy Ogle	3966 Airport Way			11/01/2022 - 10/31/2027	\$112.00

Tenants Moving Out					
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month	
Bo Slack	Executive Flight Aviation/Hangar		11/30/2022	\$350.00	

**Executive Director's Authority to Sign Leases**

Lease terms of five years duration or less.

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

# State of Washington grants \$32.5M to boost small businesses

By Lawrence Wilson ?, The Center Square contributor

Thursday, December 1, 2022 6:22 AM

The Washington State Department of Commerce has announced 22 grants totaling \$32.5 million to small business development from the state's Small Business Innovation Fund, which was funded by the federal American Rescue Plan.

The awards range from \$500,000 to \$5 million and are conditional pending contract agreement with the grantees.

"We received an unprecedented amount of funding requests," Linda Womack, managing director of Small Business Finance and Community Support, said in a statement. "The selected pool of organizations represents a wide range of projects that will help small businesses across the state access innovative new programs and services to help them build and grow."

The innovation fund is designed to spur small business recovery, startup, and growth, and awards from the fund focus on entrepreneurs who are African-Americans and indigenous persons, women-owned businesses, and businesses located in underserved, low-income, and rural areas.

The American Rescue Plan Act of 2021 is a \$1.9 trillion federal stimulus package intended to aid the country's recovery from the effects of the COVID-19 pandemic.

- Six grants were awarded for business incubator programs: Center for Inclusive Entrepreneurship, Seattle, \$538,000; Chelan Douglas Regional Port Authority, East Wenatchee, \$1 million; Colfax Downtown Association, \$2.26 million; Multi-Ethnic Business Association (AHANA), Spokane, \$2 million; Tri-cities Diversity and Inclusion Council, Richland, \$500,000; Downtown Walla Walla Foundation, \$636,000; and Washington Manufacturing Services (Impact Washington), Bothell, \$529,000.
- Seven grants were made for business accelerator programs: Latino Community Fund of Washington State, Seattle, \$2 million; Muslim American Youth Foundation, Burien, \$510,000; Native Funds, Chelan, \$520,000; Opportunity Council, Bellingham, \$1.04 million; Port of Willapa Harbor, Raymond, \$2.19 million; Rainier Beach Community Empowerment Coalition (Rainier Beach Action Coalition), \$578,000, Seattle; and Economic Development Board for Tacoma-Pierce County, \$1.89 million.
- Three grants were made for competitiveness programs, given to City of Tacoma, \$1 million; Clallam County Economic Development Council, \$1.26 million; Port Angeles and Spokane Independent Metro Business Alliance (SIMBA), Spokane, \$984,000.
- Four grants were made for improvements and repairs, given to City of Goldendale, \$1.04 million; Thurston Economic Development Council, Lacey, \$539,000; Town of Odessa, \$1.72 million; and University District Partnership, Seattle, \$4.99 million.
- A grant for various initiatives was awarded to Composite Recycling Technology Center, Port Angeles, \$2.7 million.

Over 120 grant proposals were received by the DOC. Projects were selected based on the following criteria: project opportunity, outcome, solution, project readiness, management and overall budget, equitable and geographic distribution of the funding, the project's alignment with the legislation and applicant location vs. service area.

# Memo

**To:** Board of Directors

**From:** Sarah Deenik

**Date:** December 1, 2022

**Re:** WPPA Manifest Blog – Spotlight on CDRPA/Plans for Data Centers

---

Attached please find a draft of an upcoming article that's going to appear on the Washington Public Ports Association's Manifest Blog. The article will be a spotlight on the CDRPA and its involvement of new data center developments taking place in Chelan & Douglas Counties.

The article was written by Claire Moerder who works for Maul Foster & Alongi, Inc. She's a consultant supporting the WPPA on their communications. The Regional Port provided a fact sheet of relevant data.

The article will appear in the December edition of the Manifest, which is expected to be released on 12/13/22.

# Spotlight: Chelan Douglas Regional Port Authority Shepherds New Datacenter Developments

The Chelan Douglas Regional Port Authority (CDRPA) has galvanized exciting economic developments in the area over the past year. Both Douglas County and Chelan County will soon host new datacenter developments, marked with stars on the map below, both likely to be the largest private investments in either county's history.



In Douglas County, datacenters are well on the way, with one building on the verge of completion and successful partnerships brokered with the East Wenatchee Water District, Douglas County Sewer District, Douglas County PUD, and CDRPA. Spanning 191.35 acres, this project is located within the Pangborn Industrial Service Area, which is the first Industrial Urban Growth Area (UGA) of its kind in Washington. The datacenter development is expected to create hundreds of family-wage jobs and contribute sizeable revenues from property and sales taxes.



Building on the investment in Douglas County, a similar project is underway in Chelan County. 102.5 acres (marked in red outline on the map to the left) were purchased from CDRPA in 2022, with plans for developing additional datacenters. The port has a leadership role in building out water system improvements to support this project, and once completed, improvements

will be dedicated to the Malaga Water District. Like the project in Douglas County, these datacenters are expected to stimulate significant economic growth in the area. According to Jim Kuntz, CDRPA's Chief Executive Officer, "Data center investments in Chelan and Douglas Counties will be a game changer for our local economy. Revenue from property and sales tax, along with the increase in hundreds of family-waged jobs, will have a lasting impact on our community for years to come."

CDRPA is also in partnership with other local government entities to develop a community-oriented website showcasing the value and associated benefits of datacenters in the region, loosely modeled after this [similar website](#) created for similar developments in Loudoun County, VA. We congratulate CDRPA on this important and historic investment in the Chelan and Douglas County communities and look forward to celebrating the completion of both projects and the benefits they will bring to our region for a prosperous future.

## 2022 CDRPA Calendar of Events

### DECEMBER

Date:	Time:	Event:	Location:	Attending:
7-Dec	10:00am	Regional Aquatics Meeting	CTC	Commissioner Huffman, de Mestre & Lammert
7-9 Dec	All Day	WPPA 2022 Annual Meeting	Hotel Murano	Board of Directors, Kuntz & Lough
8-Dec	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
13-Dec	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
13-Dec	1:00pm	Tri-Commission Meeting	CTC	Board of Directors; Staff
14-Dec		NCWEDD Meeting		Commissioner Huffman
15-Dec	12pm-Until	CDRPA Holiday Party	Executive Flight	Commissioners and CDRPA Staff
20-Dec	6:30am	WVC Board Meeting		Commissioners Spurgeon & Etherington
23-Dec	All Day	Christmas Eve Holiday - Office Closed	All Offices	CDRPA Staff
26-Dec	All Day	Christmas Day Holiday - Office Closed	All Offices	CDRPA Staff
27-Dec	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

## 2023 CDRPA Calendar of Events

### JANUARY 2023

Date:	Time:	Event:	Location:	Attending:
1-Jan	All Day	New Years Day - Office Closed	All Offices	CDRPA Staff
10-Jan	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
12-Jan	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
13-Jan		Social to Introduce Eric ffitch	Executive Flight	Commisioners; Staff
16-Jan	All Day	MLK Day - Office Closed	All Offices	CDRPA Staff
17-Jan	7:00am	Rotary Club of Wenatchee - Port Presentation	Pybus Event Center	Kuntz; Deenik
18-Jan	10:00am	Steering Committee Meeting - Regional Aquatics Center	CTC	
24-Jan	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
24-26 Jan	All Day	NBAA Schedulers & Dispatchers Conf.	Nashville, TN	Moyers & Goodrich
30 Jan - 2 Feb	All Day	Washington D.C. Delegation Visit	Washington, D.C.	Kuntz
30 Jan - 1 Feb	All Day	Metro Connect - Data Center Conf	Fort Lauderdale, FL	Cridlebaugh

### FEBRUARY 2023

Date:	Time:	Event:	Location:	Attending:
2-Feb	7:00am-7:00pm	WPPA Port Day Olympia	Legislative Building, Olympia Yacht Club	
9-Feb	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
14-Feb	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
14-16 Feb	All Day	World Ag Expo	Tulare, CA	Cridlebaugh
20-Feb	All Day	President's Day - Office Closed	All Offices	CDRPA Staff
28-Feb	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

### MARCH 2023

Date:	Time:	Event:	Location:	Attending:
2-Mar		WVCC Annual Banquet		
9-Mar	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
14-Mar	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

20-23 Mar	All Day	Routes Americas (Airline Meetings)	Chicago, IL	Moyers
22-Mar	7:30am-9:00am	Partners Breakfast	Wenatchee Conv. Center	CDRPA Staff
23-Mar	12:00pm-1:30pm	Partners Lunch	Wenatchee Conv. Center	CDRPA Staff
27-30 Mar	All Day	Enterprise Connect - Data Center Conf.	Orlando, FL - Gaylord Palms	Kuntz
28-Mar	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
<b>APRIL 2023</b>				
<b>Date:</b>	<b>Time:</b>	<b>Event:</b>	<b>Location:</b>	<b>Attending:</b>
11-Apr	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
25-Apr	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
<b>MAY 2023</b>				
<b>Date:</b>	<b>Time:</b>	<b>Event:</b>	<b>Location:</b>	<b>Attending:</b>
8-10 May	All Day	WAMA Annual Conference	Spokane, WA	Moyers
8-11 May	All Day	Data Center World Conference	Austin, TX - Convention Center	Larsen
9-May	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
11-May	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
17-19 May	All Day	WPPA 2023 Spring Meeting	Davenport Hotel	
23-May	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
29-May	All Day	Memorial Day - Office Closed	All Offices	CDRPA Staff
<b>JUNE 2023</b>				
<b>Date:</b>	<b>Time:</b>	<b>Event:</b>	<b>Location:</b>	<b>Attending:</b>
3-5 Jun	All Day	AAAE Annual Conference	Denver, CO	Moyers
7-9 Jun	All Day	WPPA Fin. & Admin Seminar	Alderbrook Resort	
8-Jun	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
13-Jun	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
27-Jun	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
<b>JULY 2023</b>				
<b>Date:</b>	<b>Time:</b>	<b>Event:</b>	<b>Location:</b>	<b>Attending:</b>
4-Jul	All Day	Independence Day - Office Closed	All Offices	CDRPA Staff
11-Jul	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
13-Jul	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
24-26 Jul	All Day	WPPA 2023 Commissioner Seminar	Alderbrook Resort	
25-Jul	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
<b>AUGUST 2023</b>				
<b>Date:</b>	<b>Time:</b>	<b>Event:</b>	<b>Location:</b>	<b>Attending:</b>
8-Aug	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
10-Aug	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
13-15 Aug	All Day	Routes Takeoff (Airline Meetings)	Atlantic City, NJ	Moyers
22-Aug	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
<b>SEPTEMBER 2023</b>				
<b>Date:</b>	<b>Time:</b>	<b>Event:</b>	<b>Location:</b>	<b>Attending:</b>
4-Sep	All Day	Labor Day - Office Closed	All Offices	CDRPA Staff
10-12 Sep	All Day	National Airports Conference	Spokane, WA	Moyers
12-Sep	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff



14-Sep	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
19-22 Sep	All Day	2023 WFOA 68th Annual Conf.	Spokane Convention Ctr.	
20-22 Sep	All Day	NWAAAE Annual Conference	Kelowna, BC	Moyers
26-Sep	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
<b>OCTOBER 2023</b>				
<b>Date:</b>	<b>Time:</b>	<b>Event:</b>	<b>Location:</b>	<b>Attending:</b>
10-Oct	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
12-Oct	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
24-Oct	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
26-27 Oct	All Day	Small Ports Seminar	Campbell's Resort	
<b>NOVEMBER 2023</b>				
<b>Date:</b>	<b>Time:</b>	<b>Event:</b>	<b>Location:</b>	<b>Attending:</b>
9-Nov	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
14-Nov	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
23-Nov	All Day	Thanksgiving Holiday - Office Closed	All Offices	CDRPA Staff
24-Nov	All Day	Thanksgiving Holiday - Office Closed	All Offices	CDRPA Staff
28-Nov	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
<b>DECEMBER 2023</b>				
<b>Date:</b>	<b>Time:</b>	<b>Event:</b>	<b>Location:</b>	<b>Attending:</b>
6-8 Dec	All Day	WPPA 2023 Annual Meeting	Hilton: Vancouver	
12-Dec	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
14-Dec	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
25-Dec	All Day	Christmas - Office Closed	All Offices	CDRPA Staff
26-Dec	All Day	Christmas - Office Closed	All Offices	CDRPA Staff