



**Board of Directors  
Chelan Douglas Regional Port Authority  
Meeting Minutes  
April 27<sup>th</sup>, 2021  
9:00 am**

**Present:**

**Directors**

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

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

**Staff**

Jim Kuntz, Chief Executive Officer  
Trent Moyers, Director of Airports  
Ron Criddlebaugh, Dir. of Economic Dev.  
Stacie de Mestre, Public Works & Cap. Projects Mgr.  
Cami Harris, Executive Assistant  
Pete Fraley, Legal Counsel  
Quentin Batjer, Legal Counsel  
Esther McKivor, Accounting Specialist (Zoom)

Monica Lough, Dir. of Finance & Admin.  
Ron Russ, Property Manager  
Craig Larsen, Econ. Dev. Manager  
Tricia Degnan, CTC Manager (Zoom)  
Sarah Deenik, Comm. Coordinator (Zoom)  
Bealinda Tidd, Accounting Specialist (Zoom)  
Laura Camarillo Reyes, CTC Asst. (Zoom)

**Guests**

Mayor Bob Goedde, City of Chelan (Zoom)  
Erin McCardle, City of Chelan (Zoom)  
Erik Howe, RH2  
Todd Banks, Kenmore Air (Zoom)  
Linda Haglund, Wen. Downtown (Zoom)  
Jerri Barkley, Wen. Valley Chamber (Zoom)

Lisa Pritzl, Maul Foster (Zoom)  
Ankur Tohan, K&L Gates (Zoom)  
Jack Penning, Volaire Aviation  
Ken Johannessen, KOZI (Zoom)  
Lisa Parks, Maul Foster (Zoom)

**The Chelan Douglas Regional Port Authority (CDRPA) Meeting was called to order at 9:00 am. Due to COVID-19 restrictions, the meeting was held at Confluence Technology Center and via Zoom as previously posted in the required Public Meeting Notice.**

**Introductions were made.**

**Conflict of Interest:** None

**CONSENT AGENDA:**

**CDRPA CONSENT AGENDA:**

The Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of April 13<sup>th</sup>, 2021 Meeting; and March 2021 Commission Meeting Calendar was presented and the following action was taken:

**Motion No.**

Moved by:  
Seconded by:

**04-11-21 CDRPA**

Mark Spurgeon  
JC Baldwin

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of April 13<sup>th</sup>, 2021 Meeting; and March 2021 Commission Meeting Calendar, as presented.

Motion passed 6-0.

## PRESENTATIONS:

**Former Silicon Smelter at Rock Island - Maul Foster and K&L Gates (via Zoom)** – Lisa Parks from Maul Foster provided background on the work done to date at the Rock Island Smelter concerning environmental site characterization. Lisa Pritzl from Maul Foster provided a review of the environmental investigations that have been completed over the years including the 2019 work completed by Maul Foster. Pritzl reviewed several options on future characterization of the property. Ankur Tohan from K&L Gates provided several options on the clean-up process going forward. Discussions ensued. More information will be brought to the Board at a future meeting.

**Pangborn Airport Air Service Update - Volaire Aviation** – Jack Penning from Volaire Aviation provided an update on air service development at Pangborn. He reviewed the status of air service as a result of the pandemic and the outlook post-pandemic. He continues to work with airlines to secure future expanded air service at Pangborn. An opportunity for discussion and questions was provided. The Directors asked a host of questions.

## CDRPA ACTION ITEMS:

**Surplus Property Certification** – Kuntz provided information on the extra furniture at Executive Flight Building. In order to sell or dispose of the property, the CEO must provide written certification that it is surplus to the needs of the Port. Staff recommends offering said property to small municipalities in Chelan and Douglas Counties and then place the remainder in a public auction. Regional Port Directors and Staff would be able to participate in the auction.

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

**04-12-21 CDRPA**

*Mark Spurgeon*  
*Jim Huffman*

*To accept the CEO's written certification that said property is surplus to the needs of the Regional Port and offer said property to other municipal entities in Chelan and Douglas Counties. Any remaining property shall be placed in a public auction and Regional Port Directors and Staff may participate in the auction.*

*Motion passed 5-1.*

**Right of Entry Agreements** – Staff & Legal Counsel recommend authorizing the CEO to negotiate and enter into generic Right of Entry Agreements to allow prospects to conduct initial investigations regarding real property owned or managed by the Regional Port. The following action was taken:

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

**04-13-21 CDRPA**

*JC Baldwin*  
*Mark Spurgeon*

*To delegate to the CEO the authority to negotiate and enter Right of Entry Agreements, from time to time, to allow prospects to conduct initial investigations regarding any real property managed by the CDRPA.*

*Motion passed 6-0.*

## INFORMATIONAL ITEMS:

- **Chelan Airport** –
  - **Waterline Extension** – The Legislature recently approved \$5.7 in funding for the Chelan Airport Waterline Extension Project.
  - **Kenmore Air** – Update on initial discussion regarding service at Lake Chelan.

- **Federal Lobbyist Update** – Kuntz provided an update on the Regional Port’s participation in securing a Federal Lobbyist in conjunction with City of Wenatchee and Link Transit. The Regional Port has agreed to participate at \$1,000 per month.
- **Executive Flight Building – Use for Community Fundraising Events** – Kuntz reported the Regional Port has been approached to host a fundraising event at Executive Flight. Discussion ensued and the Board directed staff to develop a policy pertaining to these types of requests. A draft policy will be brought to the Board at an upcoming meeting.
- **Pangborn Airport 1<sup>st</sup> Qtr 2021 Activity Report** – Moyers reviewed the Activity Report for 1<sup>st</sup> Qtr. 2021 including fuel sales, parking revenue, and rental car revenue.

**MISC STAFF REPORTS:**

**Kuntz provided information and updates including:**

- Recent meeting with Restoration One concerning Lineage South.
- Reviewed Latino Trades Workshop Concept for the Giga Watt Pods. Kuntz will attend a Hispanic Business Council meeting next week to further discuss.
- Diamond Foundry update.
- Update on Chelan County PUD draft Interlocal Agreement concerning the Regional Port’s participation in the 5<sup>th</sup> Street Redevelopment RFP. More information will be brought to Directors at an upcoming meeting.
- \$1.5 million was approved in the State budget for water infrastructure improvement projects in Malaga.
- Update on GA Terminal Building Improvement Study; \$25,000 was allocated for the study in the 2021 Regional Port Capital Budget.
- Reviewed several local, State, and Federal grant opportunities.
- Chelan County’s Emergency Operations Center is looking for space in Olds Station.

**Lough provided information and updates including:**

- Reported the Long Term Care Act will take effect January 1<sup>st</sup>, 2022 with mandatory payroll deductions.

**Moyers provided information and updates including:**

- Providing a presentation to WSDOT this Thursday.
- Began advertising for the open Line Service position.

**Cridlebaugh provided information and updates including:**

- Regional Port approached by a local food truck vendor interested in locating at the Port’s Batterman site. Discussion ensued. Staff will work with Legal Counsel to draft a Concessionaire Agreement.

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

- Ads for in-house Small Works and Professional Services Roster programs began last week. Already received 23 responses.
- Update on Waterville Runway Pavement Project – Scheduled to begin on May 21.
- Update on Pangborn Apron Rehabilitation Project – working on final design and will go out to bid approximately May 26.

**Degnan provided information and updates including:**

- CTC elevators malfunction and repair update.
- Provided a 1<sup>st</sup> quarter 2021 Meeting Center report.
- Reported Rivercom decided not to proceed with leasing space in CTC South.

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

**REVIEW CALENDAR OF EVENTS:** Did not review

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

Meeting adjourned at 1:20 pm.


Signed and dated this 11<sup>th</sup> day of May, 2021.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

  
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