



**Board of Directors  
Chelan Douglas Regional Port Authority  
Meeting Minutes  
June 13<sup>th</sup>, 2023  
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  
Trent Moyers, Director of Airports  
Stacie de Mestre, Dir. of Econ Dev.  
Ron Russ, Maint. & Prop. Mngr  
Craig Larsen, Community Rel. Mngr.  
Tricia Degnan, CTC Manager (Zoom)*

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

**Legal Counsel:**

*Quentin Batjer, Davis Arneil Law Firm LLP*

**Guests:**

*Senator Brad Hawkins, 12<sup>th</sup> District  
Don Flick, Hangar Tenant  
Trina Elmes, City of East Wenatchee  
Mike Mackey  
Kalie Worthen, Wenatchee World (Zoom)  
Doug Miller (Zoom)*

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

**Introductions were made.**

**Conflicts of Interest:** None

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

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY CONSENT AGENDA**

The Chelan Douglas Regional Port Authority Consent Agenda consisting of May 23<sup>rd</sup>, 2023 Meeting Minutes, CDRPA Resolution No. 2023-05 Voiding Check No. 11619; and Check Register Pages#2023-20 through #2023-24, including Electronic Transfers were presented.

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

**06-01-23 CDRPA**

*Jim Huffman  
JC Baldwin*

*To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the May 23<sup>rd</sup>, 2023 Meeting, CDRPA Resolution No. 2023-05 Voiding Check No. 11619; and Check Register Pages #2023-20 through #2023-24, including Electronic Transfers.*

*Motion Passed 6-0*

**PORT OF CHELAN COUNTY CONSENT AGENDA**

The Port of Chelan County Consent Agenda consisting of Check Register Page #2023-05 was presented.

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

**06-02-23 POCC**

*JC Baldwin  
Richard DeRock*

*To approve the Port of Chelan County Consent Agenda consisting of Check Register Page #2023-05.*

*Motion Passed 3-0*

**PRESENTATIONS:**

- **Senator Brad Hawkins:** Senator Brad Hawkins shared a recap of the 2023 Legislative Session with the Board and thanked the Regional Port for supporting Senate Bill 5001 and the work on the Regional Sports Complex Feasibility Study.
- **Festival of Flight:** Trina Elmes and Trent Moyers presented on the upcoming Festival of Flight and Hangar Dance events occurring at Pangborn Memorial Airport.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:**

**Taxiway B/Hangar Site Development – Capital Recovery Schedule**

Kuntz reported the bid for the project was awarded to Selland Construction at the last Board meeting. The project is funded in part by an FAA grant. Discussion ensued on the need to establish a capital recovery fee to reimburse the Regional Port's investment in the project. de Mestre gave a detailed review of the overall project costs and the three options for a capital recovery fee schedule. Discussion ensued and the following actions were taken:

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

**06-03-23 CDRPA**

*Richard DeRock  
JC Baldwin*

*To approve the third capital fee option, with no direct Regional Port subsidy, as the capital recover fee option for the Taxiway B and Hangar Site Development project.*

*Motion passed 6-0*

**Pangborn Airport Underground Storage Tank Removal – Approval of Task Order with Ardurra**

The Board reviewed the location of each underground storage tank and the necessity to remove them before construction on the GA Terminal Building commences. The Board requested the work also include the underground storage tank located near the old fire cache building. Discussion ensued and the following action was taken:

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

**06-04-23 CDRPA**

*W. Alan Loeb sack  
Richard DeRock*

*To authorize the CEO to sign Task Order 23-06 with Ardurra in an amount not to exceed \$146,040 to perform engineering, environmental, and categorical exclusion work to remove underground storage tanks at Pangborn Memorial Airport.*

*Motion passed 6-0*

## **Contract and Procurement Policy – Proposed Revisions**

de Mestre shared that the Contract and Procurement policy was adopted in 2021 and the proposed changes are to allow for cohesive wording between the policy and CEO Delegation of Authority. de Mestre reviewed each change with the Board. The following action was taken:

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

**06-05-23 CDRPA**  
*JC Baldwin*  
*Jim Huffman*  
*To approve the revised Contract and Procurement Policy for the Chelan Douglas Regional Port Authority as presented.*

*Motion passed 6-0*

**At 10:28 a.m. Commissioner Spurgeon called for a 10-minute break.**

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

### **INFORMATIONAL ITEMS:**

**Community Aviation Revitalization Board Loan Application** – Kuntz shared that the Regional Port is seeking a \$1.2 million CARB loan with a fixed 2% interest rate for use on the Taxiway B and Hangar Site Development project.

**Cashmere Mill District – South Mill Road Parcel** – Kuntz reported City of Cashmere design standards for road improvements and extension of a waterline will need to occur before the South Mill Road parcel can be developed. de Mestre shared two parties are interested in this site. Discussion ensued on the benefit of the Regional Port funding the work to bring the property up to development standards versus discounting the land price.

**Airport Way Utility Group Planning Meeting** – Kuntz reported on an initial kick-off meeting to discuss forming a Tax Increment Financing District to help fund utility infrastructure improvements adjacent to Pangborn Airport.

**Streamline Fulfillment – Lease Renewal** – The Board reviewed the expansion of Streamline Fulfillment into a host of Lineage Buildings. Kuntz shared that Streamline has an interest in securing all currently leased space into a year-long lease with (2) one-year options to extend. This will postpone revitalizing Lineage South.

**Chelan County Cascade Public Infrastructure Fund (.09 Sales Tax)** – Kuntz discussed the grant requirements and potential Regional Port projects to submit for grant funding.

**Taxiway A Project Update** – de Mestre updated the Board on the status of the project. Phase 7 is currently being worked on with 36% of the full project completed. The project is 90% funded by the FAA and the current budget has a 5% contingency built in. de Mestre reminded the Board of the wage rate issues surrounding the bid that will impact the budget. Moyers shared that the scope of work is being revised to assist with completing required work during runway closure.

**Unified Tax Levy Discussion** – Commissioners reviewed a draft resolution to put a Unified Tax Levy vote, consistent with House Bill 1663, before the voters at the November 7<sup>th</sup>, 2023 general election. Commissioners provided input and requested several edits to the resolution. Staff will bring the resolution before the Board as an action item at the next meeting.

## **MISCELLANEOUS STAFF REPORTS:**

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

- Reviewed the Chelan Airport Waterline project schedule.
- Shared that the Regional Port now has a fully executed Minimum Revenue Guarantee contract with Alaska Airlines and the City of Wenatchee has contributed \$50,000 towards the cost.
- Discussed the upcoming presentation and Data Center tour with Representative April Berg occurring on July 7<sup>th</sup>.
- Shared that the Supplemental Budget is being worked on.
- Discussed potential changes to the FAA Reauthorization Bill.
- Updated the Board on a meeting held with Stewart Cusick regarding the Easy Street roundabout project.

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

- Discussed attending the 2023 AAAE Conference and meeting with the new WSDOT Aviation Director.

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

- Gave a brief update on RiverCom. A 60-day evaluation is being conducted and their team is now solely looking at the third floor of the Confluence Technology Center.
- Shared the upcoming public engagement opportunities for the Regional Sports Complex Feasibility study.
- Updated the Board on a Vertical Ag lead through the Department of Commerce. A pitch was made for the Wenatchee Valley to be considered.
- Shared that the CDRPA is looking to hire a project manager.

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

- Discussed with the Board the higher costs surrounding the purchase of a new CDRPA pickup truck than what was originally accounted for in the 2023 budget.
- Shared that there is a new irrigation leak at Olds Station Business Park that is being worked on.
- Reviewed the work that has taken place for the Executive Flight Display Hangar door.

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

- Discussed recent visits with tenants at the Pangborn Business Park.

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

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

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

### **EXECUTIVE SESSION:**

Executive Session was announced at 1:15 p.m. for a period of twenty minutes with no action anticipated at the conclusion of the session. The purpose consisted of RCW 42.30.110(1)(b) to consider the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price and RCW 42.30.110(1)(c) 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). Executive Session was extended for an additional ten minutes at 1:35 p.m. Executive Session concluded at 1:45 p.m.

Meeting reconvened in Regular Session and was immediately adjourned at 1:45 p.m. with no action taken.

Signed and dated this 27<sup>th</sup> day of June 2023.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

  
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Mark Spurgeon, Director

  
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Donn Etherington, Director

  
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Jim Huffman, Director

  
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Richard DeRock, Director

  
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JC Baldwin, Director

  
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W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
Taxiway B & Hangar Site Development Capital Recovery Fee**

**Phase I**

| Hangar Pad Site | Hangar Size | Hangar Square Footage | Parcel Square Footage | Current Land Lease Rate =<br>\$0.35 per Sq Ft per Year |                     | Taxiway              | Road/Utilities         | Capital Recovery Fee   |
|-----------------|-------------|-----------------------|-----------------------|--|---------------------|----------------------|------------------------|------------------------|
|                 |             |                       |                       | per Month  | Annually            |                      |                        |                        |
| A               | 120x120     | 14,400                | 36,310                | \$ 1,059.04  | \$ 12,708.50        | \$ 94,716.43         | \$ 177,445.03          | \$ 272,161.46          |
| B               | 100X100     | 10,000                | 31,209                | 910.26   | 10,923.15           | 81,410.22            | 152,516.72             | 233,926.94             |
| C               | 100X100     | 10,000                | 31,314                | 913.33   | 10,959.90           | 81,684.12            | 153,029.85             | 234,713.97             |
| D               | 100X100     | 10,000                | 31,146                | 908.43   | 10,901.10           | 81,245.88            | 152,208.84             | 233,454.72             |
| E               | 100X100     | 10,000                | 29,526                | 861.18   | 10,334.10           | 77,020.03            | 144,291.99             | 221,312.02             |
| F               | 80x80       | 6,400                 | 23,495                | 685.27   | 8,223.25            | 61,287.87            | 114,818.81             | 176,106.68             |
| G               | 80x80       | 6,400                 | 22,036                | 642.72   | 7,712.60            | 57,482.00            | 107,688.76             | 165,170.76             |
| H               | 60x60       | 3,600                 | 16,887                | 492.54   | 5,910.45            | 44,050.57            | 82,525.87              | 126,576.44             |
|                 |             |                       | <u>221,923</u>        | <u>\$ 6,472.77</u>                                     | <u>\$ 77,673.05</u> | <u>\$ 578,897.12</u> | <u>\$ 1,084,525.87</u> | <u>\$ 1,663,422.99</u> |

**Approved by the Chelan Douglas Regional Port Authority Board on June 13th, 2023**