



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
July 12, 2022
9:00 am**

Present:

Directors:

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

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

Staff:

*Jim Kuntz, Chief Executive Officer
Monica Lough, Director of Finance & Admin.
Trent Moyers, Director of Airports
Ron Criddlebaugh, Director of Econ. Dev.
Ron Russ, Property & Maintenance Mngr.
Craig Larsen, Bus. Dev. Mngr.*

*Tricia Degnan, CTC Manager (Zoom)
Sarah Deenik, Comm. Coordinator
Julie Avis, Acct. Specialist (Zoom)
Lorena Amador, Acct. Specialist (Zoom)
Laura Camarillo-Reyes, Admin Asst. (Zoom)
Bobbie Chatriand, Admin Assistant*

Legal Counsel:

Quentin Batjer, Davis Arneil Law Firm, LLP

Guests:

*Don Flick, Cascade Soaring Society
Kyle Lamb, KPQ (Zoom)
Emily Thornton, Wenatchee World*

*Troy Bishop, ALSC Architects
JR Norvell, TO Engineers*

The Chelan Douglas Regional Port Authority Board Meeting was called to order at 9:00 a.m. during a scheduled tour of the Pangborn Memorial Airport Terminal Apron Project. Directors, Port employees, consultants and guests completed the tour at 9:50 a.m. and proceeded to the original meeting location. The meeting reconvened at 10:30 a.m.

Introductions were made. Monica Lough introduced new Port Accounting Specialist, Lorena Amador.

Conflicts of Interest: None

CDRPA CONSENT AGENDA

The Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from June 28th, 2022 Meeting and Check Register Pages #2022-24 through #2022-27 was presented.

Motion No.
Moved by:
Seconded by:

07-01-22 CDRPA

*Mark Spurgeon
W. Alan Loeb sack
To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the June 28th, 2022 Meeting and Check Register Pages #2022-24 through #2022-27, including electronic transfers.*

Motion passed 6-0

PODC CONSENT AGENDA

The Port of Douglas County Consent Agenda consisting of Check Register Page #2022-01 was presented.

Motion No.
Moved by:
Seconded by:

07-02-22 PODC
W. Alan Loeb sack
Mark Spurgeon
To approve the Port of Douglas County Consent Agenda consisting of Check Register Page #2022-01.

Motion passed 3-0

PRESENTATIONS:

Troy Bishop from ALSC Architects presented a project summary regarding the Pangborn Memorial General Aviation Terminal Renovation. Bishop discussed the importance of first impressions, building efficiency and usability. Pictures were shown of the existing terminal building as well as two early design options for the new terminal. Bishop pointed out "The Reach" design option was preferred over the other design presented. This preferred design provides flexible terminal space as well as functional office space. Landscaping and outdoor space was also discussed.

CDRPA INFORMATIONAL ITEMS:

- **Capital Projects Review** – Kuntz provided the Board a master list of all capital projects currently being planned by the Regional Port.
- **2023 Debt Financing** – Kuntz presented a list of projects that could be potentially financed through varying types of debt. The Board will need to determine which projects are debt financed as part of the 2023 budget process.

PODC ACTION ITEMS:

PODC Resolution No. 2022-03 Authorizing the Executive Director to submit a CERB Loan Application for the Trades District.

Cridlebaugh provided information regarding a potential CERB Loan. He discussed the required steps to complete the application as well as the amount requested, and an estimated amortization schedule. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

07-03-22 PODC
Mark Spurgeon
W. Alan Loeb sack
To adopt PODC Resolution No. 2022-03 Authorizing the Executive Director to submit a CERB Loan Application for the Trades District.

Motion passed 3-0

CDRPA ACTION ITEMS:

Concurrence to submit CERB Loan Application – Trades District/Approval.

Motion No.
Moved by:
Seconded by:

07-04-22 CDRPA
Mark Spurgeon
W. Alan Loeb sack
To approve the Port of Douglas County signing PODC Resolution No. 2022-03 authorizing the submission of a CERB loan application for the Trades District.

Motion passed 6-0

CDRPA Resolution No. 2022-08 Authorizing CEO to order pipe for Malaga Waterline Extension Project.

Kuntz discussed Project 4 of the Malaga Water System Improvements as defined by RH2 Engineering. Currently the delivery time of all large diameter pipe from US manufacturers is 5-7 months from order. Kuntz advised purchasing the pipe now would help ensure the project meets timelines as required by the Phase I Development and Reimbursement Agreement with Microsoft.

Motion No.
Moved by:
Seconded by:

07-05-22 CDRPA
W. Alan Loeb sack
Mark Spurgeon
To adopt CDRPA Resolution No. 2022-08 Authorizing the CEO to order pipe for the Malaga Waterline Extension Project.

Motion passed 6-0

Director Baldwin called for a 10-minute break at 11:15 a.m., meeting reconvened at 11:25 a.m.

CDRPA INFORMATIONAL ITEMS CONTINUED:

- **Taxiway Alpha Update** - Kuntz discussed the overall budget, FAA funding over time, and the Regional Port's Contribution to this project with PFC funds.
- **Chelan-Douglas Transportation Council – Quorum Issue** – Kuntz provided information on a potential quorum issue with the Chelan-Douglas Transportation Council, due to both Directors DeRock and Baldwin residing on the Council's Board. It was determined the Port will provide public notice for any meetings that include attendance of two Commissioners from the same Port District.
- **Community Liaison Assignments** – Kuntz went over the 2022 Port Commission Assignments.

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- Senator Hawkins has contacted the Port regarding a Regional Aquatic Center that would serve the greater Wenatchee area. Kuntz advised more information will follow at an upcoming date.
- Kuntz suggested having workshop session on the Cashmere Mill District to discuss the future uses of vacant land. There will be a Cashmere Mill District Workshop on August 2nd at 11:00 am at Executive Flight.
- Kuntz will be attending the WPPA Directors Seminar in Bellingham, WA July 13-15th.

Lough provided information and updates including:

- Lough updated the Board on her role with the WPPA Dues Committee.

Moyers provided information and updates including:

- Moyers reminded staff that Pangborn's Festival of Flight will be on August 6th this year.
- Moyers also provided information regarding the Centrex Hangar development meeting with interested tenants. The meeting was rescheduled for July 21st.
- Moyers provided an update on the Waterville Lighting Project which is scheduled to go out to bid in early August.

Russ provided information and updates including:

- Russ recently attended a Greater Wenatchee Irrigation District Board Meeting regarding the annexation of airport properties.
- Russ provided an update on the Virtower Camera installation at the Mansfield Airport. This project is scheduled to be completed on July 15th.

Cridlebaugh provided information and updates including:

- Cridlebaugh updated the board on Streamline Fulfillment, a tenant who leases three buildings of the Lineage Property. They are growing at a rapid pace and are requiring more space. Cridlebaugh will be meeting with them soon to find out their future needs.

Degnan provided information and updates including:

- Degnan provided an overview of the CTC revenue for the 2nd Quarter of 2022 in comparison to past years. Degnan pointed out that the CTC revenue year-to-date has already surpassed the entirety of 2021.

PUBLIC COMMENT: None

REVIEW CALENDAR OF EVENTS: The July 26th Board Meeting was cancelled due to Board attendance at the WPPA Commissioners Seminar being held July 25-27th.

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

Director Etherington excused himself from the meeting at 1:17 p.m.

EXECUTIVE SESSION:

Executive session was announced at 1:25 p.m. for a period of twenty minutes with no action anticipated at the conclusion of the session. The purpose consisted of RCW 42.30.100(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. The session was extended at 1:45 p.m. for an additional ten minutes. Executive session concluded at 1:55 p.m.

Meeting reconvened in Regular Session with no action taken.

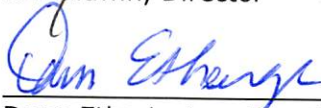
Meeting was adjourned at 1:55 p.m.

Signed and dated this 9th day of August 2022.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



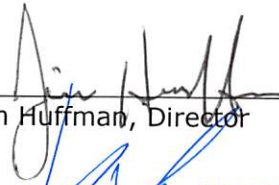
JC Baldwin, Director



Donn Etherington, Director



Richard DeRock, Director



Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loeb sack, Director

PORT OF DOUGLAS COUNTY
Resolution No. 2022-03

A RESOLUTION OF THE PORT OF DOUGLAS COUNTY, A MUNICIPAL CORPORATION UNDER THE LAWS OF THE STATE OF WASHINGTON, AUTHORIZING SUBMISSION OF AN APPLICATION FOR A COMMUNITY ECONOMIC REVITALIZATION BOARD LOAN IN THE APPROXIMATE AMOUNT OF \$2,500,000 AND AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT FOR SUCH FUNDING

Whereas, Community Economic Revitalization Board (CERB) funds are available to support economic development projects which are ready to implement and for which jobs are to be created or retained; and

Whereas, the Port of Douglas County desires to fund a project consistent with the purposes of the CERB; and

Whereas, the CERB Project represents a commitment of private resources toward enhancing the vitality of the area and expansion of economic and employment opportunities within Douglas County, together with increased tax revenues; and

Whereas, in the event the application for CERB funding is approved, and accepted by the Port of Douglas County, the Port of Douglas County will comply with all applicable federal and State requirements in regard to environmental impact of the project; and

Whereas, the Port of Douglas County CERB project will not result in the transfer/relocation of jobs from one part of the state of Washington to another; and

Whereas, the Commission of the Port of Douglas County finds and determines that an application should be submitted to appropriate agencies for consideration of funding the CERB Project for and on behalf of the Port of Douglas County, and that such submission will promote economic development within Douglas County.

Now, Therefore, Be It Resolved by the Board of Commissioners for the Port of Douglas County, Washington, as follows:

1. That the Executive Director, or his/her designee, is hereby authorized to submit an application to the Community Economic Revitalization Board, for and on behalf of the Port of Douglas County, for CERB funding in the approximate amount of \$2,500,000 for the CERB Project; and
2. That the Executive Director is hereby further authorized to provide such additional information as may be necessary to secure approval of such application; and

3. That, in the event such application is approved, the Executive Director is authorized to enter into an agreement for such funding; and
4. That this Resolution shall be effective upon passage and signatures in accordance with law.

Adopted by the Board of Commissioners of the Port of Douglas County at a regular meeting thereof held this 12th day of July, 2022.


PORT OF DOUGLAS COUNTY



W. Alan Loebsock, Commissioner



Mark Spurgeon, Commissioner



Jim Huffman, Commissioner

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2022-08**

**A RESOLUTION OF THE CHELAN DOUGLAS REGIONAL
PORT AUTHORITY FINDING SPECIAL MARKET CONDITIONS
EXIST AND AUTHORIZING DIRECT MANUFACTURER
SOLICITATION OF PRICING FOR THE PURCHASE OF SPECIFIC
MATERIALS FOR USE IN COMPLETION OF THE MALAGA
DEVELOPMENT WATER IMPROVEMENTS PROJECT**

Whereas, the Chelan Douglas Regional Port Authority (“CDRPA”) and the Malaga Water District (“District”) entered into an interlocal cooperation agreement for the construction of the “Malaga Development Water Improvements” dated June 14, 2022 with a First Addendum thereto dated June 21, 2022 (collectively “ILA”); and

Whereas, pursuant to the terms of the ILA the CDRPA is obligated to design and construct the “Malaga Development Water Improvements” as identified in the ILA; and

Whereas, effective June 24, 2022, the CDRPA and Microsoft Corporation (“Microsoft”) entered into the Phase 1 Development and Reimbursement Agreement for reimbursement by Microsoft to the CDRPA for the CDRPA design and construction of the “Malaga Development Water Improvements” (the “Microsoft Reimbursement Agreement”); and

Whereas, the CDRPA staff and consultants have determined the purchase of material to be used in the public work project that is the subject of the ILA and the Microsoft Reimbursement Agreement is unavailable for direct purchase through vendors at the present time in the quantities necessary for the public works project to be constructed by the CDRPA pursuant to the ILA and the Microsoft Reimbursement Agreements; and

Whereas, CDRPA staff and consultants have identified a limited number of United States companies that manufacture the 18-inch watermain materials the CDRPA must purchase for the completion of the Malaga Water Improvements Development project and all of the manufacturers identified have the delay in manufacture and pricing issues identified in this Resolution; and

Whereas, specifically the approximately 5,000 feet of 18-inch watermain pipe and appurtenances manufactured in the United States is subject to approximately six-month delays in delivery from the date of order to the time of delivery and the pricing continues to increase as a result of the backlog caused in part by the COVID pandemic; and

Whereas, in order to avoid delay of the project commitments of the CDRPA as set forth the ILA and the Microsoft Reimbursement Agreement, a direct purchase of the watermain material from a manufacturer is necessary; and

Whereas, the CDRPA staff and consultant research of industry pricing indicates the price of the watermain material that must be purchased in order to complete the project has continuously increased in price and the delays in the delivery time from the date of order to the date of deliver are increasing as well; and

Whereas, the CDRPA engineering consulting firm continues to develop the design for the public works construction project to complete the public work identified in the ILA and the Microsoft Reimbursement Agreement which will likely be completed and result in a project that can be awarded to a construction company in November 2022 at which time the contractor awarded the project work would then be able to make a commitment to order the watermain materials that are the subject of this special market conditions Resolution which would result in delivery of the watermain materials to the contractor sometime in May or June 2023 at the earliest; and

Whereas, if the CDRPA makes a direct purchase of the watermain materials needed for the public work project from a manufacturer now, the delivery time for the watermain materials is estimated to be in January or February of 2023 and the cost is anticipated to be less because the order will be placed much earlier than it would be if the materials were made a part of the public work contractor bid package for the project and the purchase will be directly from a United States manufacturer; and

Whereas, the Microsoft Reimbursement Agreement provides that all of the public funds used to purchase the watermain materials that are the subject of this Resolution will be reimbursed to the CDRPA by Microsoft; and

Whereas, the CDRPA Board of Commissioners has evaluated the risk associated with the direct purchase of the public works project materials from the manufacturer and determined that the acceptance of the risk associated with the direct purchase outweighs the increased cost and product timing availability uncertainty associated with delaying the purchase of the known needed materials to make the materials purchase a part of the competitively bid public works project for construction of the Malaga Water Development Improvements; and

Whereas, based upon the totality of the circumstances presented the CDRPA Board of Commissioners finds that a special market condition pursuant to RCW 39.04.280(1)(b) does exist that warrants the purchase of the watermain materials identified in this Resolution directly from a United States manufacturer now; **NOW, THEREFORE,**

THE BOARD OF COMMISSIONERS OF THE CHELAN DOUGLAS REGIONAL PORT AUTHORITY HEREBY RESOLVE AS FOLLOWS:

Section 1. **Recitals.** The Recitals set forth above in this Resolution are made a part of this Resolution.

Section 2. **Special Market Conditions Purchase.** CDRPA staff are authorized to obtain fixed price quotes directly from United States manufacturers for the approximate 5,000 feet

of 18-inch watermain pipe and appurtenances according to the specifications identified by the CDRPA consulting engineers, RH2 Engineering, and to make a recommendation to the CDRPA Board of Commissioners at a future CDRPA Board Meeting to enter into an agreement with a manufacturer for the special market conditions purchase of these necessary materials to be used by the contractor in the Malaga Development Water Improvements public works project as described in the ILA and in the Microsoft Reimbursement Agreement.

Section 3. Conflict Priority. In the event the provisions of this Resolution authorizing a specific special market conditions purchase are in conflict with any existing CDRPA resolutions, policy, or procedures concerning purchasing and contracting, the provisions of this Resolution shall have priority and shall be the controlling authority of the CDRPA for the purchase identified in this Resolution.

Section 4. Effective Date. This Resolution shall be effective immediately upon passage by the CDRPA Board.

Adopted by the Board of Directors of the Chelan Douglas Regional Port Authority at a regular meeting thereof held this 12th day of July, 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