



**Board of Directors
Chelan Douglas Regional Port Authority
Special Meeting Minutes
September 28th, 2021
9:00 am**

Present:

Directors

JC Baldwin, Director
W. Alan Loeb sack, Director
Rory Turner, Director

Jim Huffman, Director
Donn Etherington, Director
Mark Spurgeon, Director

Staff

Jim Kuntz, Chief Executive Officer
Trent Moyers, Director of Airports
Stacie de Mestre, Capital Projects Mgr.
Ron Russ, Property Mgr.
Cami Harris, Executive Assistant
Quentin Batjer, Legal Counsel
Esther McKivior, Accounting Specialist (Zoom)

Monica Lough, Dir. of Finance & Admin.
Ron Cridlebaugh, Econ. Dev. Director
Tricia Degnan, CTC Manager (Zoom)
Craig Larsen, Business Dev. Mgr.
Sarah Deenik, Com. Coordinator (Zoom)
Bealinda Tidd, Accounting Specialist (Zoom)

Guests

Erik Howe, RH2 (Zoom)
Erin McCardle, City of Chelan (Zoom)
Sydnee Gonzalez, Wen. World (Zoom)
Chris Mansfield, T.O. Engineers

Adam Neff, RH2 (Zoom)
Ray Dobbs (Zoom)
JR Norvell, T.O. Engineers

The Chelan Douglas Regional Port Authority (CDRPA) Meeting was called to order at 9:00 am. The Special Meeting began with a tour of Pangborn Airport properties and then reconvened at Confluence Technology Center and via Zoom.

Introductions were made.

Conflict of Interest: None

CDRPA CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of minutes of September 14th, 2021 Commission Meeting; August 2021 Commission Calendar; and CDRPA Resolution No. 2021-17 voiding check #8559 was presented and the following action was taken:

Motion No.

Moved by:

Seconded by:

09-07-21 CDRPA

Rory Turner

Mark Spurgeon

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of minutes of September 14th, 2021 Commission Meeting; August 2021 Commission Calendar; and CDRPA Resolution No. 2021-17 voiding check #8559, as presented.

Motion passed 6-0.

CDRPA ACTION ITEMS:

Authorization to Solicit Bids for the 3306 Building Gutter & Siding Installation Project – Russ provided information on the 3306 Building Gutter & Siding Installation Project. This project was bid earlier in the year. One bid was received and came back over the Engineer’s estimate and was rejected. Staff requested authorization to rebid the project. Discussion ensued and the following action was taken:

<i>Motion No.</i>	09-08-21 CDRPA
<i>Moved by:</i>	Jim Huffman
<i>Seconded by:</i>	Mark Spurgeon
	To authorize the CEO to solicit bids for the 3306 Building Gutter & Siding Installation Project.

Motion passed 6-0.

Pangborn Airport – Taxiway “A” Realignment – Design & Construction Management Fees – Kuntz & Moyers provided information on the Design & Construction Management Fees associated with the Pangborn Airport Taxiway “A” Realignment Project. Discussion ensued and the following actions were taken:

<i>Motion No.</i>	09-09-21 CDRPA
<i>Moved by:</i>	Rory Turner
<i>Seconded by:</i>	JC Baldwin
	To authorize the CEO to enter into a Design & Construction Management Agreement with T.O. Engineers for the Taxiway “A” Realignment Project.

Motion passed 6-0.

INFORMATIONAL ITEMS:

Commercial Air Service Lease Rates – Pangborn Memorial Airport: Kuntz & Moyers provided a review of current lease rates for Horizon Airlines compared to other similar size airports in the state.

Cashmere Mill District Updates - Kuntz provided various, detailed updates on Cashmere Mill District including:

- Beaver mitigation/flooding is an ongoing issue. Perhaps a levy should be explored.
- Woodwaste Removal Project north of Sunset Highway has been delayed due to City of Cashmere permit requirements.
- Louws Truss expansion and possible development on the property.
- Curb Appeal - update on City of Cashmere code compliance for curb and gutters.

ACTION ITEM:

Authorization to Award the Contract for the Cashmere Mill District Beaver Mitigation Project – Russ reviewed the two bids received for the Cashmere Mill District Beaver Mitigation Project. Olin Excavation was the apparent responsive low bidder. Staff requested authorization to award the contract to Olin Excavation. The following action was taken:

<i>Motion No.</i>	09-10-21 CDRPA
<i>Moved by:</i>	JC Baldwin
<i>Seconded by:</i>	Mark Spurgeon
	To authorize the CEO to award the contract for the Cashmere Mill District Beaver Mitigation Project to Olin Excavation in the amount of \$38,338.20, including WSST, and to establish an overall Project Budget in the amount of \$53,500.00.

Motion passed 6-0.

Preliminary Health Insurance Plan Options – Lough provided a review of Health Insurance options for 2022.

ADO Reporting Requirements – Cridlebaugh provided an update on new ADO reporting requirements for 2021-2023.

Columbia Street/Lineage Adaptive Reuse Study – Consultant Selection Update – de Mestre reported 5 responses were received for the Columbia Street/Lineage Adaptive Reuse Feasibility Study. Staff interviewed two firms: Graham Baba, Seattle; and ALSC, Spokane. After interviewing both firms, Staff chose Graham Baba. More information will be brought to the Board at an upcoming meeting.

MISC. STAFF REPORTS:

Kuntz provided information and updates including:

- S.P.O.R.T. signed the new Purchase & Sale Agreement for Lineage Building H. New deadline to close is March 1, 2022.
- Attended a kick off meeting for the South End Utilities Working Group last week.
- The EDA Grant application for the Trades District is nearly complete.
- Douglas County will review the Regional Port's .09 tax grant application for the Trades District in fall 2022.

Lough provided information and updates including:

- Update on Chelan Valley Marine settlement.

Moyers provided information and updates including:

- Provided an update on the parking lot: 13% of all travelers out of Pangborn are utilizing the parking lot.

de Mestre provided information and updates including:

- Bids for the CTC surplus property are due this Thursday.

Larsen provided information and updates including:

- Update on a potential incubator space tenant at Pybus.

Cridlebaugh provided information and updates including:

- Update on a fulfillment company interested in Lineage Buildings G & I.

Degnan provided information and updates including:

- Reported a CTC chiller pump leaked water and glycol on September 16th. Staff promptly cleaned up the spill and no other action was required.

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 was adjourned at 2:30 pm.

Signed and dated this 12th day of October, 2021.

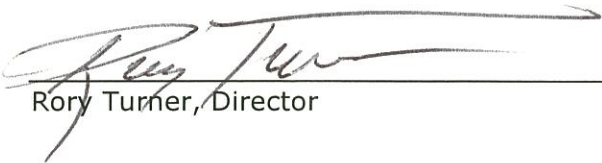
CHELAN DOUGLAS REGIONAL PORT AUTHORITY



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Donn Etherington, Director



Rory Turner, Director



Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loebach, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2021-17
RESOLUTION TO VOID CHECK NO. 8559**

Whereas Check No. 8559 in the amount of \$98.11, payable to Craig Larsen, on Register Page No. 2021-28 was created and signed on July 30, 2021.

Whereas check issued was inadvertently thrown away, check is to be voided and re-issued with Check No.8746.

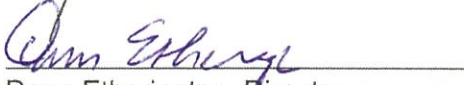
Now, therefore be it resolved by the Board of Directors of the Chelan Douglas Regional Port Authority, a municipal corporation of the State of Washington, that Check No. 8559 be declared VOID.

Dated this 28th day of September, 2021.

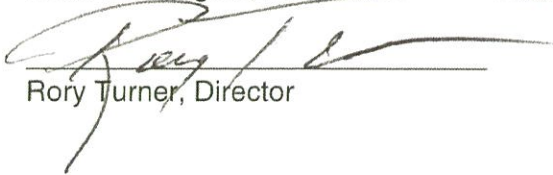
Chelan Douglas Regional Port Authority



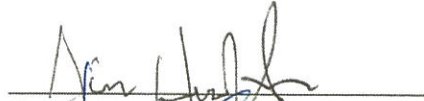
JC Baldwin, Director



Donn Etherington, Director



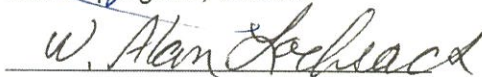
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