



*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  
October 24<sup>th</sup>, 2023  
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. CONSENT AGENDA**

- **CDRPA:** Approval of the October 10<sup>th</sup>, 2023 Meeting Minutes and September 2023 Commission Calendar.

**V. PUBLIC COMMENT**

**VI. WORK SESSION**

- **Pangborn Airport Runway 12/30 – Ardurra**

**VII. PRESENTATIONS (Approximately 10:00 a.m.)**

- **Streamline Fulfillment – Phil Foshee and Carl Skerlong**
- **Small Business Development Center Quarterly Report – Kirk Duncan**

**VIII. CDRPA ACTION ITEMS (Public Comment Opportunity)**

- (1) CDRPA Resolution No. 2023-09 - Adoption of Chelan Douglas Regional Port Authority 2024 Rates and Charges
- (2) Authorization to Bid – IB9 Canopy Roofing Installation
- (3) Authorization to Enter into a Purchase & Sale Agreement with Cornelius Holdings, LLC (Approximately 5.56 Acres off Grant Road & Union)

**IX. SUGGESTED BREAK: 10 MINUTES**

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

(4) Global Produce and Floral Show Recap

**XI. MISCELLANEOUS STAFF REPORTS**

- CEO
- Director of Finance & Administration
- Director of Airports
- Director of Economic Development & Capital Projects
- Community Relationship 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.



**Board of Directors  
Chelan Douglas Regional Port Authority  
Meeting Minutes  
October 10<sup>th</sup>, 2023  
9:00 am**

**Present:**

**Directors:**

*Donn Etherington, Director (Zoom)  
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, Dir. of Finance & Admin.  
Trent Moyers, Director of Airports  
Stacie de Mestre, Dir. of Econ. Dev.  
Craig Larsen, Community Rel. Mngr.*

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

**Legal Counsel:**

*Quentin Batjer, Davis Arneil Law Firm LLP*

**Guests:**

*Dorry Foster, YMCA  
Steve Robinson, YMCA  
Dan Frazier, Chelan Co. PUD  
Cassandra Divis, Marathon Digital Holdings*

*Jason Taylor, KPQ (Zoom)  
Emily Thorton, 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

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY CONSENT AGENDA:**

The Chelan Douglas Regional Port Authority Consent Agenda consisting of the September 26<sup>th</sup>, 2023 Meeting Minutes, Calendar of Events, and Check Register Pages #2023-38 through #2023-41, including Electronic Transfers was presented.

**Motion No.**

*Moved by:  
Seconded by:*

**10-01-23 CDRPA**

*JC Baldwin  
W. Alan Loeb sack*

*To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of September 26<sup>th</sup>, 2023 Meeting Minutes, Calendar of Events, and Check Register Pages #2023-38 through #2023-41, including Electronic Transfers.*

*Motion Passed 6-0*

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

**PRESENTATION:**

- **YMCA – Dorry Foster and Steve Robinson/Chelan PUD – Dan Frazier:** Dorry Foster, Steven Robinson and Dan Frazier updated the Board on the expansion of the YMCA and the process that led to the Purchase and Sale Agreement on Lot 8 of the 5<sup>th</sup> Street Property development. Dan explained the differences in process between how the Regional Port surpluses property and how the Chelan PUD does. Kuntz noted the difficult position that this discrepancy has put the Board in and both parties agreed that further discussion is needed to ensure smooth execution on future projects. Discussion ensued on developing a reversion clause or added language within the waiver to ensure that the first right of refusal will revert to the Regional Port in the unlikely event that the current project falls through.

**PORT OF CHELAN COUNTY ACTION ITEMS:**

**Chelan County 5<sup>th</sup> Street Development**

Discussion occurred following the presentation from YMCA and Chelan County PUD officials and the following motion was made:

*Motion No.  
Moved by:  
Seconded by:*

**10-02-23 POCC**

*JC Baldwin  
Richard DeRock*

*To approve Chelan County PUD's request to waive the Port of Chelan County's Option to Purchase lot 8 within the PUD's 5<sup>th</sup> Street Redevelopment plan, contingent upon the YMCA closing on the sale of said property.*

*Motion Passed 3-0*

**PRESENTATION:**

- **Marathon Digital Holdings – Cassandra Divis:** Cassandra Divis presented to the Board a project that Marathon Digital Holdings is pursuing that allows heat produced from their bitcoin mining to be used to warm water in shrimp farming. This closed system would be a wonderful alternative to wastewater and creates a new path of revenue for the company. This same use could be applied to the data centers located in Douglas County and being built in Chelan County. Marathon Digital Holdings will need additional space to build out the shrimp farm and options were discussed.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY ITEMS:**

**Volaire Aviation Consulting Agreement**

Kuntz shared that Jack Penning with Volaire Aviation has been a contracted consultant for years and that his current contract is up for renewal. He gave a historical review of the investment made into Volaire Aviation to promote enhanced air service. Kuntz discussed the pilot supply gap continuing to worsen before it gets better and the reality of Volaire Aviation may be unable to help secure additional air service in the next few years. Discussion ensued with the Board choosing to table the decision until additional information could be reviewed.

**At 10:12 a.m. Commissioner Spurgeon called for a 10-minute break.**

**EXECUTIVE SESSION:**

Executive Session was announced at 10:22 a.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)(i) to discuss with legal counsel litigation, potential litigation and/or legal risks and 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. The Executive Session was extended for fifteen minutes at 10:42 a.m. Executive Session concluded at 10:57 a.m.

**Meeting reconvened in Regular Session at 10:58 a.m.**

**Commissioner Etherington was excused at 11:00 a.m. for a prior commitment.**

**Agreement for Executive Director Services – North Central Washington Economic Development District**

Kuntz discussed the plan to contract Craig Larsen to the Economic Development District as Executive Director as their current Executive Director, Alyce Brown, steps down. Kuntz reviewed details of the agreement and the following action was taken:

<b>Motion No.</b>	<b>10-03-23 CDRPA</b>
Moved by:	Jim Huffman
Seconded by:	JC Baldwin
	To authorize the CEO to enter into an agreement with North Central Washington Economic Development District to contract Regional Port employee, Craig Larsen, to serve as the EDD Executive Director.

Motion Passed 5-0  
\*Dir. Etherington Excused

**PORT OF CHELAN COUNTY ACTION ITEMS:**

**Purchase and Sale Agreement – Addendum No. I John Ford III and Patsy Ford Property**

Kuntz shared that a portion of the Ford property has been selected as a promising site for a Malaga water reservoir. The Fords have requested \$75,000 per acre and a closing date of January 15<sup>th</sup>, 2024. Discussion ensued and the following action was taken:

<b>Motion No.</b>	<b>10-04-23 POCC</b>
Moved by:	JC Baldwin
Seconded by:	Richard DeRock
	To authorize the CEO to enter into Addendum No.1 to the Purchase and Sale Agreement for the John Ford III and Patsy Ford property in Malaga.

Motion Passed 2-0  
\*Dir. Etherington Excused

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY ITEMS:**

**Purchase and Sale Agreement – Addendum No. I John Ford III and Patsy Ford Property**

The Addendum No. I was presented for full Board approval.

<b>Motion No.</b>	<b>10-05-23 CDRPA</b>
Moved by:	Jim Huffman
Seconded by:	Richard DeRock
	To concur with POCC action item authorizing the CEO to enter into Addendum No.1 to the Purchase and Sale Agreement for the John Ford III and Patsy Ford property in Malaga.

Motion Passed 5-0  
\*Dir. Etherington Excused

**North Central Educational Service District Lease Renewal**

Lough reported that North Central Educational Service District’s lease will expire on December 31<sup>st</sup>, 2023 and that they are seeking to renew it for one year with two one-year extensions. Discussion included arranging a future tour of the facility for the Board.

<b>Motion No.</b>	<b>10-06-23 CDRPA</b>
Moved by:	JC Baldwin
Seconded by:	Richard DeRock
	To authorize the CEO to enter into a Lease Renewal with North Central Educational Service District.

Motion Passed 5-0  
\*Dir. Etherington Excused

## **INFORMATIONAL ITEMS:**

**EPA Brownfields Grant – Closeout Fact Sheet** – de Mestre reviewed the history of the three-year grant and shared with the Board the fact sheet that will be shared with the community highlighting the projects the grant covered.

**2024 Rates and Charges** – Kuntz shared that staff is working to establish the Regional Port 2024 Rates and Charges. Lough reviewed details with the Board regarding potential changes. Staff will bring this back to the Board for potential adoption at the October 24<sup>th</sup>, 2023 or November 14<sup>th</sup> Board meeting.

**Second Addendum – Microsoft Phase I Water Improvements** – de Mestre reviewed the need for the addendum with so many changes in the project occurring over the past 18 months. She noted that Pete Fraley, Ogden Murphy Wallace, has worked on the addendum and the main changes are deadline dates with no change to the budget cap anticipated. de Mestre reviewed the money spent to date and how contingencies have been utilized.

## **MISCELLANEOUS STAFF REPORTS:**

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

- Shared that he and Commissioner Spurgeon hosted the House Local Government Committee for a tour of the Microsoft property in Malaga during a scheduled visit to Wenatchee.
- Updated the Board on needed repairs to the Cashmere Mill District sidewalks will be discussed at the Board Retreat.
- Informed the Board that a conditional use permit will be needed for the Washington State Army National Guard site. The process to obtain a conditional use permit has commenced.

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

- Reviewed with the Board the 2024 tax levy projections for Chelan and Douglas Counties.
- Shared the Return on Investment for the Executive Flight Building.

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

- Updated the Board on the VIRtower landing and takeoff numbers for September 2023 with Pangborn Memorial Airport at 1,659, Chelan Airport at 575, Waterville Airport at 20 and Mansfield Airport at 6. Moyers noted that Waterville was only active for half of the month.
- Shared that Taxiway B pavement is completed, and that Selland Construction is working to pave the access road. The project is scheduled to be completed at the end of November.
- Taxiway A is open and fully operational. There are areas of the runway where staff have found the pavement to not be up to standard. Staff is working with Ardurra to find a solution and work for that may lead in to 2024.
- Shared that the Triennial Aircraft Crash Exercise occurred on October 7<sup>th</sup>, 2023 and was a successful event.

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

- Updated the Board on the ongoing electrical work needed on the Apron. Additionally, she shared that staff has rejected the Engineer's suggestion to fix a problem with concrete scaling on the apron and that work is ongoing to find suitable solution.
- Shared that BerryDunn will be presenting to the Regional Sports Complex Steering Committee on Feasibility Study Phase I findings on October 26<sup>th</sup>.
- de Mestre reviewed the recent kick-off meeting for Airlift Northwest's hangar. Shared that staff is working with the Department of Health and University of Washington representatives on design. The project is scheduled to go out to bid in early spring, with an estimated six-month build-out timeline.
- Updated the Board on the status of the "No Further Action" (NFA) letter for the Cashmere Mill District.

**Degnan provided information and updates including:**

- Degnan shared the CTC's Third Quarter Revenue Report with the Board. She noted that the amounts do not include the \$75,000 coming from the Chelan County PUD.
- Reviewed the Revenue versus Expenses report and the Chelan County PUD Meeting Room Usage report.

**Larsen provided information and updates including:**

- Shared with the Board that the North Central Washington Economic Development District's 2023 Supernova event was a success with Lupine Medical being the winner out of five finalists.
- Updated the Board on a meeting he had with the Mayor of Chelan who shared that the city is currently working on multiple water infrastructure projects.
- Reminded the Board of the upcoming NCW Life Interview regarding the Unified Tax Levy.

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

**Meeting adjourned at 12:36 p.m.**

Signed and dated this 24<sup>th</sup> day of October 2023.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

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

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

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

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

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

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








# CDRPA

## Wenatchee SBDC 3rd Quarter & Year to Date Report 2023

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### Wenatchee SBDC 3rd Quarter & Year to Date Report

	3rd Quarter	YTD 2023
<b>Business Starts</b>	<b>5</b>	<b>6</b>
<b>Jobs Created</b>	<b>7</b>	<b>8</b>
<b>Jobs Saved</b>	<b>0</b>	<b>3</b>
<b>Jobs Supported</b>	<b>50</b>	<b>136</b>
<b>Capital Infusion</b>	<b>\$89,000</b>	<b>\$166,000</b>



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## Wenatchee SBDC 3rd Quarter & Year to Date Report

	3rd Quarter	YTD 2023
<b>Total Clients Advised</b>	<b>31</b>	<b>75</b>
<b>New Clients Advised</b>	<b>10</b>	<b>44</b>
<b>Preventure</b>	<b>13</b>	<b>35</b>
<b>Startups</b>	<b>1</b>	<b>6</b>
<b>In Business</b>	<b>17</b>	<b>34</b>
<b>Contact Hours</b>	<b>174</b>	<b>653</b>
<b>New Client Contact Hours</b>	<b>55</b>	<b>227</b>



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## Historical Information SBDC Levels of Activity

	Year to Date	
	Contact Hours	Clients Advised
<b>2017</b>	<b>572</b>	<b>64</b>
<b>2018</b>	<b>513</b>	<b>76</b>
<b>2019</b>	<b>284</b>	<b>46</b>
<b>2020</b>	<b>336</b>	<b>46</b>
<b>2021</b>	<b>450</b>	<b>54</b>
<b>2022</b>	<b>570</b>	<b>51</b>
<b>2023</b>	<b>653</b>	<b>75</b>
<b>7 Year Average</b>	<b>483</b>	<b>59</b>



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## Wenatchee SBDC 3rd Quarter & Year to Date Report

- Thank you for your time today
  - Questions?





County: \_\_\_\_\_

Report Dates: \_\_\_\_\_

**Case Totals (Clients)**

Number of Clients Advised \_\_\_\_\_  
Number of New Clients \_\_\_\_\_

**Company Status**

Pre-venture \_\_\_\_\_  
Start-ups \_\_\_\_\_  
In Business \_\_\_\_\_

**Case Totals (Total Hours)**

All Prep + Contact Client Hours \_\_\_\_\_  
New Client Hours \_\_\_\_\_

**Case Totals (Impacts)**

Capital Infusion \$ \_\_\_\_\_  
Number Businesses Created \_\_\_\_\_  
Jobs Created \_\_\_\_\_  
Jobs Saved \_\_\_\_\_  
Jobs Supported (In Business) \_\_\_\_\_

**Demographics (Type of Business, # of Clients)**

Accommodation and Food Service \_\_\_\_\_  
Agriculture, Forestry, Fishing and Hunting \_\_\_\_\_  
Arts and Entertainment \_\_\_\_\_  
Construction \_\_\_\_\_  
Educational Services \_\_\_\_\_  
Finance and Insurance \_\_\_\_\_  
Healthcare and Social Assistance \_\_\_\_\_  
Management of Companies and Enterprises \_\_\_\_\_  
Manufacturing \_\_\_\_\_  
Professional/Technical Services \_\_\_\_\_  
Real Estate, Rental and Leasing \_\_\_\_\_  
Research and Development \_\_\_\_\_  
Retail \_\_\_\_\_  
Service \_\_\_\_\_  
Technology Services \_\_\_\_\_  
Transportation and Warehousing \_\_\_\_\_  
Wholesale \_\_\_\_\_  
No Response \_\_\_\_\_

**Demographics (Business Ownership Gender)**

Male \_\_\_\_\_  
Female \_\_\_\_\_  
Male/Female \_\_\_\_\_  
No Response \_\_\_\_\_

*All impacts are attributed and validated by clients and verified by SBDC management.*

The Washington SBDC network, hosted by Washington State University, is an accredited member of America's SBDC. Funded in part through a cooperative agreement with the U.S. Small Business Administration, institutions of higher education, economic development organizations and other public and private funding partners.



**Demographics (Ethnic Background – Race)**

- American Indian or Alaskan Native \_\_\_\_\_
- Asian \_\_\_\_\_
- Black or African American \_\_\_\_\_
- Native Hawaiian or Pacific Islander \_\_\_\_\_
- Multiracial \_\_\_\_\_
- White \_\_\_\_\_
- No Response \_\_\_\_\_

**Demographics (Ethnicity)**

- Hispanic \_\_\_\_\_
- Non-Hispanic \_\_\_\_\_
- No Response \_\_\_\_\_

**Demographics (Business Ownership Vet. Status)**

- Veteran \_\_\_\_\_
- Service-Disabled Veteran \_\_\_\_\_
- Non-Veteran \_\_\_\_\_
- No Response \_\_\_\_\_

**Counseling Activity (Area of Counseling, # of Sessions)**

- Business Accounting/Budget \_\_\_\_\_
- Business Plan \_\_\_\_\_
- Buy/Sell Business \_\_\_\_\_
- Cash Flow Management \_\_\_\_\_
- COVID-19 Related \_\_\_\_\_
- Financing/Capital \_\_\_\_\_
- Human Resources/Employee Management \_\_\_\_\_
- International Trade \_\_\_\_\_
- Managing a Business \_\_\_\_\_
- Marketing/Sales \_\_\_\_\_
- Start-up Assistance \_\_\_\_\_
- No Response \_\_\_\_\_
- Other \_\_\_\_\_

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County: \_\_\_\_\_

Report Dates: \_\_\_\_\_

**Case Totals (Clients)**

Number of Clients Advised \_\_\_\_\_  
Number of New Clients \_\_\_\_\_

**Company Status**

Pre-venture \_\_\_\_\_  
Start-ups \_\_\_\_\_  
In Business \_\_\_\_\_

**Case Totals (Total Hours)**

All Prep + Contact Client Hours \_\_\_\_\_  
New Client Hours \_\_\_\_\_

**Case Totals (Impacts)**

Capital Infusion \$ \_\_\_\_\_  
Number Businesses Created \_\_\_\_\_  
Jobs Created \_\_\_\_\_  
Jobs Saved \_\_\_\_\_  
Jobs Supported (In Business) \_\_\_\_\_

**Demographics (Type of Business, # of Clients)**

Accommodation and Food Service \_\_\_\_\_  
Agriculture, Forestry, Fishing and Hunting \_\_\_\_\_  
Arts and Entertainment \_\_\_\_\_  
Construction \_\_\_\_\_  
Educational Services \_\_\_\_\_  
Finance and Insurance \_\_\_\_\_  
Healthcare and Social Assistance \_\_\_\_\_  
Management of Companies and Enterprises \_\_\_\_\_  
Manufacturing \_\_\_\_\_  
Professional/Technical Services \_\_\_\_\_  
Real Estate, Rental and Leasing \_\_\_\_\_  
Research and Development \_\_\_\_\_  
Retail \_\_\_\_\_  
Service \_\_\_\_\_  
Technology Services \_\_\_\_\_  
Transportation and Warehousing \_\_\_\_\_  
Wholesale \_\_\_\_\_  
No Response \_\_\_\_\_

**Demographics (Business Ownership Gender)**

Male \_\_\_\_\_  
Female \_\_\_\_\_  
Male/Female \_\_\_\_\_  
No Response \_\_\_\_\_

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**Demographics (Ethnic Background – Race)**

- American Indian or Alaskan Native \_\_\_\_\_
- Asian \_\_\_\_\_
- Black or African American \_\_\_\_\_
- Native Hawaiian or Pacific Islander \_\_\_\_\_
- Multiracial \_\_\_\_\_
- White \_\_\_\_\_
- No Response \_\_\_\_\_

**Demographics (Ethnicity)**

- Hispanic \_\_\_\_\_
- Non-Hispanic \_\_\_\_\_
- No Response \_\_\_\_\_

**Demographics (Business Ownership Vet. Status)**

- Veteran \_\_\_\_\_
- Service-Disabled Veteran \_\_\_\_\_
- Non-Veteran \_\_\_\_\_
- No Response \_\_\_\_\_

**Counseling Activity (Area of Counseling, # of Sessions)**

- Business Accounting/Budget \_\_\_\_\_
- Business Plan \_\_\_\_\_
- Buy/Sell Business \_\_\_\_\_
- Cash Flow Management \_\_\_\_\_
- COVID-19 Related \_\_\_\_\_
- Financing/Capital \_\_\_\_\_
- Human Resources/Employee Management \_\_\_\_\_
- International Trade \_\_\_\_\_
- Managing a Business \_\_\_\_\_
- Marketing/Sales \_\_\_\_\_
- Start-up Assistance \_\_\_\_\_
- No Response \_\_\_\_\_
- Other \_\_\_\_\_

*All impacts are attributed and validated by clients and verified by SBDC management.*

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**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
RESOLUTION NO. 2023-09**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHELAN DOUGLAS  
REGIONAL PORT AUTHORITY REGARDING 2024 RATES AND CHARGES**

**Whereas**, Regional Port Staff has reviewed the existing Rates and Charges for Regional Port Properties; and

**Whereas**, the Rates and Charges at other airports and similar type properties have been reviewed for comparison purposes; and

**Whereas**, after said review, modest rental increases are being recommended for 2024.

**Now, Therefore, Be It Resolved** by the Board of Directors that the Chelan Douglas Regional Port Authority adopts the 2024 Rates and Charges attached hereto as Exhibit "A" and incorporated herein by this reference.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

DATED this 24<sup>th</sup> day of October, 2023

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

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

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

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

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

\_\_\_\_\_  
James D. Huffman, Director



# Exhibit A



## Rates & Charges

**\*Proposed Draft\***

Rates Effective January 1, 2024 – December 31, 2024

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

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# PANGBORN MEMORIAL AIRPORT

## FBO Services

Service	Price	Per/unit
100LL	Market	per gallon
Jet A	Market	per gallon
Prist	\$ 0.08	per gallon of fuel
Deicing Service Fee	\$ 50.00	per aircraft
Deicing Fluid	\$ 28.00	per gallon
After Hours Call Out Fee	\$ 80.00	per hour (1 hour minimum; see note below)
Oxygen Service Fee	\$ 100.00	per aircraft
Oxygen Service Fee	\$ 50.00	portable bottle
Lavatory Service Fee	\$ 65.00	per aircraft (empty & fill)
Lavatory Fill	\$ 45.00	per aircraft
Catering Fee	\$ 50.00	plus actual costs & call out fee if applicable
Aircraft Interior Vacuum	\$ 65.00	per hour
Crew Car	\$ 20.00	1 hour use, waived with fuel purchase
Coffee	\$ 5.00	per pot
Ice	\$ 1.00	per bag
Linens/Dishes	\$ 25.00	per service
Axillary Power Unit (GPU)	\$ 50.00	for first hour, \$25 each additional hour
Pilot Supplies	Market	market price
Across Field Towing Service	\$ 50.00	each way

**Note: Plus Applicable Taxes**

**After Hours Note:** After Hours Call Out Fee applies to anytime outside the hours of 8:00 AM to 6:00 PM, seven days a week, excluding federal holidays. The Airport reserves the right to alter these hours.

# PANGBORN MEMORIAL AIRPORT

## Aviation Ramp Parking Fees

Aircraft Type	Ramp Fee (per visit)	Minimum Fuel Purchase to Waive Ramp Fee (gal.)	Overnight Fee (per night)
Helicopter (Avgas/Jet A)	\$ 10.00	15 (or top off)	\$ 5.00
Single Engine Piston (Avgas) - Aircraft under 4,000 lbs. MTOW	\$ 10.00	15 (or top off)	\$ 5.00
Multi-Engine Piston (Avgas) - Aircraft 4,000 lbs. or over MTOW	\$ 20.00	40 (or top off)	\$ 5.00
Single Engine Turbo Prop (Jet A) - Aircraft under 9,000 lbs. MTOW	\$ 20.00	75	\$ 10.00
Multi-Engine Turbo Prop (Jet A) - Aircraft 9,000 lbs. or over MTOW	\$ 35.00	100	\$ 15.00
Light Jet (Jet A ) - Aircraft under 17,000 lbs. MTOW	\$ 35.00	100	\$ 20.00
Medium Jet (Jet A) Aircraft between 17,001 and 25,000 lbs. MTOW	\$ 60.00	300	\$ 25.00
Super Medium Jet (Jet A - Aircraft between 25,001 and 35,000 lbs. MTOW	\$ 80.00	350	\$ 30.00
Large Jet (Jet A) - Aircraft between 35,001 and 60,000 lbs. MTOW	\$ 100.00	400	\$ 35.00
Heavy Jet (Jet A) - Aircraft over 60,000 lbs. MTOW	\$ 150.00	450	\$ 50.00

Note: Plus Applicable Taxes

# PANGBORN MEMORIAL AIRPORT

## Hangar & Tie Down Lease Rates

### Pangborn Flight Center

#### Monthly Rates (5% Increase)

Hangar	Lease Rate	
Tee Hangars A & B	\$ 226.00	per month ( 16 UNITS)
Tee Hangar B-13	\$ 245.00	per month
Tee Hangar C	\$ 238.00	per month (8 UNITS)
Tee Hangars C-17 & C-24	\$ 285.00	per month
Tee Hangar D	\$ 285.00	per month (7 UNITS)
Tee Hangar H	\$ 207.00	per month (7 UNITS)
Tee Hangars H-1 & H-10	\$ 244.00	per month
Hangar 3734	\$ 491.00	per month
Hangar 3738	\$ 539.00	per month
Storerooms	\$ 74.00	per month (6 UNITS)
Tie-Down Lease	\$ 70.00	per month
Fed Ex Hangar Bay - Suite A	\$ 10,870.00	per month (17,992 square feet)
Fed Ex Hangar Bay - Suite B	\$ 4,160.00	per month (6,400 square feet)

Note: Plus Applicable Taxes

# PANGBORN MEMORIAL AIRPORT

## Pangborn Flight Center

### T-Hangar Nightly Rates (5% Increase)

Aircraft Type	Single-engine piston	Multi-engine piston or Turbo Prop	Light Jet Aircraft under 17,000 lbs. MTOW	Medium Jet Aircraft between 17,001 and 35,000 lbs. MTOW	Large Jet Aircraft over 35,001 lbs. MTOW
Nightly/Daily Rate	\$ 27.00	\$ 27.00	N/A	N/A	N/A

## Executive Flight

### Hangar Rates (5% Increase)

Aircraft Type	Single-engine piston	Multi-engine piston or Turbo Prop	Light Jet Aircraft under 17,000 lbs. MTOW	Medium Jet Aircraft between 17,001 and 35,000 lbs. MTOW	Large Jet Aircraft over 35,001 lbs. MTOW
Monthly Rate	\$ 404.00	\$ 693.00	\$ 1,733.00	\$ 2,541.00	\$ 3,465.00
Nightly/Daily Rate	\$ 173.00	\$ 173.00	\$ 173.00	\$ 347.00	\$ 578.00

Rate includes the following services: Ground handling, refueling, and Ground Power Unit (GPU) usage, plus applicable taxes and fees. Subject to space availability.

## Aircraft Liability Insurance Coverage Minimums

Aircraft Type	Multi- or Single-engine piston	Turbo Prop	Light Jet Aircraft under 17,000 lbs. MTOW	Medium Jet Aircraft between 17,001 and 35,000 lbs. MTOW	Large Jet Aircraft over 35,001 lbs. MTOW
Minimum Coverage	\$1 million	\$2 million	\$20 million	\$25 million	\$25 million

Insurance coverage required on all monthly aircraft lease agreements. Minimum coverage includes combined single limit bodily injury (including pax. liability and death) and property damage liability.

## Annual Pre-Payments

Annual pre-payment of hangar and tie-down leases will be discounted by 5% if payment for the year is received by January 31st.

# PANGBORN MEMORIAL AIRPORT

## Airfield Charges

### Landing Fees

Year	Rate per 1,000 pounds
2024	\$ 1.15
2025	\$ 1.20
2026	\$ 1.25

Applies to revenue and transient flights with Maximum Gross Landing Weight over 12,500 pounds. Plus Applicable Taxes.

### Fuel Flowage Fees

Year	Rate per Gallon
2024	\$ 0.09
2025	\$ 0.10
2026	\$ 0.11

Applies to non Regional Port owned fuel. Plus Applicable Taxes.

### Into Plane Contract Fuel Pricing Rates

Contract Fuel Into Plane Rates	
Transient	
Quantity Tiers (Gallons)	Rate Per Gallon
1-200	\$2.05
201-400	\$1.90
401-700	\$1.75
701-1000	\$1.65
1001+	\$1.55
Based Tenants	
Rate Per Gallon	
Air Cargo	\$0.90
Business Aircraft	\$0.90
Commercial Carriers	\$0.90



## Terminal Building Aviation Ramp: Wastewater Collection & Treatment

<b>Base Month Ready to Serve Charge Without Any Discharge</b>
\$335.34 Per Month Divided by Number of Commercial Air Service Carriers
<b>Monthly Treatment Fees</b>
Billed to Commercial Air Service Carriers based on their published landing schedule for the month the treatment service was provided (percentage of published landings).
<b>Adjustment to Fee Schedule</b>
Pangborn Airport does not collect a processing fee for managing the bill. However, all costs charged by the Douglas County Sewer District will be passed along to the users of the Aviation Ramp as the Sewer District adjusts their rates and charges from time to time.

# PANGBORN MEMORIAL AIRPORT

## Badge Fees

Type	AOA	SIDA
New Badge	\$ 12.00	\$ 12.00
Badge Renewal	\$ 6.00	\$ 6.00
Fingerprint Fee (In Addition to New/Renewal Charge)	N/A	\$ 72.00
Lost/Stolen (Immediately Reported)	\$ 60.00	\$ 60.00
Failure to Renew/Failure to Return Fee	\$ 120.00	\$ 120.00
Failure to Promptly Report Lost Badge or Cancellation	\$ 120.00	\$ 120.00

### Badge Types:

AOA – Airport Operations Area (Regular & Routine Access)

SIDA – Security Identification Display Area

# PANGBORN MEMORIAL AIRPORT

## Terminal Parking Fees

Type	Rate Per 24 Hours
Short Term Parking	\$ 13.00
Long Term Parking	\$ 10.00
Long Term Parking - Economy Lot	\$ 7.00

Extended Stay Parking - Monthly	Rate
Non-Airline Related	\$ 150.00
Airline Related	\$ 50.00
Oversized Parking	\$ 200.00

Note: Plus Applicable Taxes.

Month-to-Month Parking Agreements available upon request.

Oversized Parking is available for any vehicle requiring more than one standard long term parking stall.

Ticket Fee Schedule	Rate
Daily Non-Payment Fee + Cost of Parking	\$ 10.00
Non-Payment Fee after 15 days	\$ 25.00

# PANGBORN MEMORIAL AIRPORT

## Terminal Building Rates: General

Type	Rate	
Car Rental Service Desk	\$ 35.10	per sq. ft. per year (plus 10% of gross receipts) (5% Increase)
Café	\$ 360.50	per month (3% Increase)
Secure Area Food Services	\$ 100.00	per month
Terminal Office Space: Base Rate	\$ 37.64	per sq ft. per year
Terminal Office Space: Full-Service Rate	\$ 50.38	per sq ft. per year
Car Wash Facility	\$ 750.00	per month (non-exclusive use)
Commercial Vehicles	\$ 25.00	One time application fee plus per passenger charge
Hotel Courtesy Shuttles	\$ 25.00	One time application fee only
Commercial Shuttles Passenger Charge	\$ 2.00	per passenger picked up or dropped off
Taxis/Other Passenger Charge	\$ 1.00	per trip picked up or dropped off
Advertising	Varies	please inquire about available advertising space

**Note: Plus Applicable Taxes. Commercial Shuttles have capacity of 7 or more passengers. Taxis/Other vehicles have capacity of 6 or less passengers.**

**Terminal Office Space: Full-Service Rate includes janitorial services.**

# PANGBORN MEMORIAL AIRPORT

## Terminal Building Rates: Airlines

### Signatory Airlines

2024 & 2025 Proposed Rates  
 Subject to consultation with airlines.

Exclusive Area	Annual Lease Rate - Per Sq. FT.	
	2024	2025
Ticketing, Baggage, & Office Areas	\$ 12.00	\$ 14.00
Ground Equipment Storage Area	\$ 7.50	\$ 10.00
<b>Non-Exclusive Area</b>		
Passenger Holding Area Pre-Screening	\$ 7.50	\$ 10.00
Passenger Screening Area	\$ 7.50	\$ 10.00
Passenger Holding Area	\$ 7.50	\$ 10.00
Baggage Claim Area	\$ 7.50	\$ 10.00

Note: Plus Applicable Taxes

### Non-Signatory Airlines

Per Turn Fee of \$250 and \$26.79 per sq. ft. for exclusive use areas in terminal building.

## **Incentive Program: New Commercial Air Service to New Destination**

<b>Landing fees waived for a period of two years.</b>
<b>Fuel flow fees waived for a period of two years.</b>
<b>For signatory airlines rent for non-exclusive use areas will be waived for a period of two years. For non-signatory airlines the per turn fee will be waived for two years. Excludes ticketing, baggage, office, and ground equipment storage areas.</b>
<b>The Regional Port will consider offering ground handling services for a fee.</b>
<b>The Regional Port will provide marketing funds to support new service in the amount of \$50,000 over a 12-month period.</b>

# PANGBORN MEMORIAL AIRPORT

## GA Terminal Building Rates

Rates will be determined upon completion of GA Terminal Building.

### Non-Aeronautical Buildings

Address	Square Footage	Annual Rate
3835 8th St SE	3,300	\$9.31 per sq. ft. per year (3% Increase)
3351 2nd St SE	2,300	\$11.48 per sq. ft. per year (10/01/23 – 09/30/24)
		\$11.82 per sq. ft. per year (10/01/24 – 09/30/25)
3355 2nd St SE	3,600	\$11.90 per sq. ft. per year (6/1/23 - 5/31/24)
		\$12.00 per sq. ft. per year (6/1/24 - 5/31/25)
3800 Airport Way #1	3,000	\$11.14 per sq. ft. per year (non-aeronautical) 5% Inc.
3800 Airport Way #2	3,250	\$3.18 per sq. ft. per year (aeronautical rate) 5% Inc.

Note: Plus Applicable Taxes

### Land Leases (3% Increase)

Type	Annual Rate Per Sq. Ft.
Pangborn Business Park	\$ 0.37
Aviation Ground	\$ 0.34

Note: Plus Applicable Taxes

## Executive Hangar Site Development

Hangar Pad Site	Hangar Size	Hangar Square Footage	Parcel Square Footage	Current Land Lease Rate = \$0.35 per Sq Ft per Year		Capital Recovery Fee
				per Month	Annually	
<b>A</b>	<b>120x120</b>	<b>14,400</b>	<b>36,310</b>	<b>\$ 1,059.04</b>	<b>\$ 12,708.50</b>	<b>\$ 272,161.46</b>
<b>B</b>	<b>100X100</b>	<b>10,000</b>	<b>31,209</b>	<b>\$ 910.26</b>	<b>\$ 10,923.15</b>	<b>\$ 233,926.94</b>
<b>C</b>	<b>100X100</b>	<b>10,000</b>	<b>31,314</b>	<b>\$ 913.33</b>	<b>\$ 10,959.90</b>	<b>\$ 234,713.97</b>
<b>D</b>	<b>100X100</b>	<b>10,000</b>	<b>31,146</b>	<b>\$ 908.43</b>	<b>\$ 10,901.10</b>	<b>\$ 233,454.72</b>
<b>E</b>	<b>100X100</b>	<b>10,000</b>	<b>29,526</b>	<b>\$ 861.18</b>	<b>\$ 10,334.10</b>	<b>\$ 221,312.02</b>
<b>F</b>	<b>80x80</b>	<b>6,400</b>	<b>23,495</b>	<b>\$ 685.27</b>	<b>\$ 8,223.25</b>	<b>\$ 176,106.68</b>
<b>G</b>	<b>80x80</b>	<b>6,400</b>	<b>22,036</b>	<b>\$ 642.72</b>	<b>\$ 7,712.60</b>	<b>\$ 165,170.76</b>
<b>H</b>	<b>60x60</b>	<b>3,600</b>	<b>16,887</b>	<b>\$ 492.54</b>	<b>\$ 5,910.45</b>	<b>\$ 126,576.44</b>

**Note: Plus Applicable Taxes. Land lease terms shall be twenty-five years with an option to extend for an additional five successive five-year terms. Annual base rent increases will be 3% over the rent of the previous year, except in years in which the Landlord elects to adjust the annual base rent.**

**Adopted by the Board of Directors on June 13, 2023.**



# THE TRADES DISTRICT: PANGBORN AIRPORT BUSINESS PARK

## Lease Rates

Year	Rate	Square Footage	Monthly Rent	State Leasehold Tax	Total
1	\$ 0.55	1,350	\$ 742.50	\$ 95.34	\$ 837.84
2	\$ 0.65	1,350	\$ 877.50	\$ 112.67	\$ 990.17
3	\$ 0.75	1,350	\$ 1,012.50	\$ 130.01	\$ 1,142.51
4	\$ 0.85	1,350	\$ 1,147.50	\$ 147.34	\$ 1,294.84
5	\$ 0.95	1,350	\$ 1,282.50	\$ 164.67	\$ 1,447.17

Note: After Year 5, lease rates increase by 3.5% annually.

# MANSFIELD AIRPORT

## Lease Rates

Type	Rate	
Tie-Down Lease	\$ 10.00	per month
Tie-Down Transient	\$ 2.00	per night
Aviation Ground Lease	\$ 0.07	annual per SQFT
Divided Site	\$ 0.09	annual per SQFT
Authorization to Do Business	\$ 150.00	annual fee

Note: Plus Applicable Taxes

## Hangar Rates

Hangar Site Number	Dimension	Square Feet	Annual Lease Rate
H1	76 x 505	38,361	\$ 2,685.27
H2	100 x 155	15,500	\$ 1,085.00
H3	100 x 155	15,500	\$ 1,085.00
H4	100 x 155	15,500	\$ 1,085.00
H5	130 x 155	20,150	\$ 1,410.50
H6	80 x 150	12,000	\$ 840.00
H7	80 x 150	12,000	\$ 840.00
H8	80 x 170	13,600	\$ 952.00
H9	80 x 170	13,600	\$ 952.00
	50' x 70'	3,500	\$ 315.00
	50' x 76'	3,920	\$ 352.80

Sites H6 & H7 can be divided into 3 50' x 70' hangar sites each

Sites H8 & H9 can be divided into 3 56' x 70' hangar sites each

To divide the sites a taxiway would have to be created to provide access to the runway.

The cost would be divided by 6 and paid by the tenants as the sites were leased.

Note: Plus Applicable Taxes

# WATERVILLE AIRPORT

## Lease Rates

Type	Rate	
Tie-Down Lease	\$ 25.00	per month
Tie-Down Transient	\$ 2.00	per night
Aviation Ground Lease	\$ 0.10	annual per sq. ft. or FMV
GA Hangar Space	\$ 100.00	per month
Authorization to Do Business	\$ 200.00	annual fee

Note: Plus Applicable Taxes

## Hangar Rates

Hangar Site	Dimension	Square Feet	Annual Lease Rate
H1	58 x 72.5	4,205	\$ 482.03
H2	54 x 72.5	3,915	\$ 391.50
H3	54 x 72.5	3,915	\$ 391.50
H4	58 x 72.5	4,205	\$ 482.03
H5	58 x 72.5	4,205	\$ 482.03
H6	55 x 72.5	3,988	\$ 398.75
H7	55 x 72.5	3,988	\$ 398.75
H8	58 x 72.5	4,205	\$ 482.03
H9	58 x 72.5	4,205	\$ 482.03
H10	55 x 72.5	3,988	\$ 398.75
H11	55 x 72.5	3,988	\$ 398.75
H12	58 x 72.5	4,205	\$ 482.03
H13	70 x 75	5,250	\$ 525.00
H14	63 x 75	4,725	\$ 472.50
H15	60 x 75	4,500	\$ 450.00
H16	60 x 75	4,500	\$ 450.00
H17	50 x 75	3,750	\$ 375.00
H18	50 x 75	3,750	\$ 375.00
H19	50 x 75	3,750	\$ 375.00

Note: Plus Applicable Taxes

Parcels Hangar	Rate (5% Increase)	
Suite A (48' x 58')	\$ 420.00	per month
Suite B (48' x 38')	\$ 315.00	per month
Entire Building	\$ 683.00	per month

**Note: Plus Applicable Taxes. Published rate is the minimum amount charged per hangar site. For existing leases, rates will be adjusted as allowed by lease terms.**

# CONFLUENCE TECHNOLOGY CENTER

## Video Conferencing Center (3% Increase)

Meeting Rooms		
Rates include setup & clean up		
Type	Half Day	Full Day
Single Meeting Room	\$ 330.00	\$ 660.00
Double Meeting Room	\$ 660.00	\$ 1,200.00
Quad Meeting Room	\$ 1,320.00	\$ 2,400.00
Executive Board Room	\$ 307.00	\$ 614.00
Small Conference Room	\$ 175.00	\$ 350.00

Other Spaces		
Exclusive Use		
Type	Rate Per Hour	
Indoor Patio	\$	40.00
Kitchen	\$	40.00

Staff Fees		
One hour minimum Tech Fee for all meetings using technology		
Type	Rate Per Hour	
Staff (Outside 8-5, M-F)	\$	50.00
Technician (8-5, M-F)	\$	80.00
Technician (Outside 8-5, M-F)	\$	115.00

<b>Advanced Services</b>			
<b>Type</b>	<b>Service Fee</b>	<b>Recurring Fee</b>	<b>Video Tech Fee</b>
<b>Audio Conference</b>	<b>\$ 40.00</b>	<b>n/a</b>	<b>n/a</b>
<b>Basic Virtual Meeting (no cameras)</b>	<b>\$ 40.00</b>	<b>n/a</b>	<b>n/a</b>
<b>Static Virtual Meeting (static camera view)</b>	<b>\$ 77.00</b>	<b>\$ 40.00</b>	<b>n/a</b>
<b>Advanced Virtual Meeting (camera operator)</b>	<b>\$ 77.00</b>	<b>\$ 40.00</b>	<b>Yes</b>
<b>Audio Recording</b>	<b>\$ 77.00</b>	<b>n/a</b>	<b>n/a</b>
<b>Audio/Video Recording</b>	<b>\$ 112.00</b>	<b>n/a</b>	<b>Yes</b>
<b>Audio Visual Equipment - Included in Facility Contract</b>			

<b>Beverage Services</b>		
<b>Capacity</b>	<b>Half Day</b>	<b>Full Day</b>
<b>Up to 50 guests</b>	<b>\$ 45.00</b>	<b>\$ 90.00</b>
<b>51-100 guests</b>	<b>\$ 90.00</b>	<b>\$ 180.00</b>
<b>101-150 guests</b>	<b>\$ 135.00</b>	<b>\$ 270.00</b>
<b>151-200 guests</b>	<b>\$ 180.00</b>	<b>\$ 360.00</b>

**Note: Plus Applicable Taxes**

**Full Day: M-F, between 8:00AM – 5:00PM and 5 or more hours**

**Half Day: M-F, 8:00AM – 12:30PM or 12:30PM – 5:00PM**

**After Hours: Anytime outside of M-F 8:00AM – 5:00PM**

**20% Discount on Room Rental Fees for CTC Building Tenants, Educational, Governmental & Non-profits entities.**

## Office Leases

<b>Confluence Technology Center - Office Leases</b>			
<b>Base Rate per Sq. Ft.</b>			
<b>Suite</b>	<b>2023</b>		<b>2024</b>
<b>Confluence Technology Center - 1st Floor</b>	<b>\$</b>	<b>26.00</b>	<b>\$ 26.00</b>
<b>Confluence Technology Center - 2nd Floor</b>	<b>\$</b>	<b>28.00</b>	<b>\$ 28.00</b>
<b>Confluence Technology Center - 3rd Floor</b>	<b>\$</b>	<b>28.00</b>	<b>\$ 28.00</b>
<b>Confluence Technology Center - South (IB3)</b>	<b>\$</b>	<b>26.00</b>	<b>\$ 26.00</b>

Note: A discounted rate may be available when leasing more than 5,000 sq. ft. of space or if tenant improvements are a permanent improvement to the building.

## **CHELAN AIRPORT**

<b>Type</b>	<b>Monthly Rate</b>	
<b>Open Field Storage</b>	<b>\$</b>	<b>55.00</b>
<b>Bay Storage</b>	<b>\$</b>	<b>80.00</b>

Note: Plus Applicable Taxes

### **Important Note**

The Regional Port reserves the right to review and adjust all rates on an annual basis. For leased space that requires Regional Port investments, the Regional Port reserves the right to negotiate lease rates with the tenant.

# Memo

**To:** Board of Directors

**From:** Ron Russ

**Date:** October 18<sup>th</sup>, 2023

**Re:** Authorization to Bid – IB9 Canopy Roofing Installation

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Last winter, Sinclair International notified us of several leaks on the canopy that runs the full width of the west end of the IB9 building. This has apparently been an ongoing issue for several years. Previous attempts to resolve this issue have not been successful or have not been a permanent solution. Most recently, in 2017, the Port of Chelan awarded a contract to repair foam closures, repair misc. seam sealant, and clean and reseal the gutter. These repairs were done at a cost of about \$20,000.

In lieu of pursuing a similar project, I am recommending a single-ply roof membrane be installed to completely seal the awning roof, gutters, and the transitions to the building façade and parapet. In addition, we will install snow melt cables in the awning gutters and downspouts to ensure that snow and ice melt does not get trapped on the roof to refreeze and install an additional snow stop and snow melt cable on the south edge of the roof, from the southwest corner to the loading dock.

The estimated cost for these repairs is \$140,000. This project was included as a line item in the 2023 Supplemental Budget in the amount of \$50,000. Since the estimated cost exceeds the budgeted amount, staff is seeking authorization to solicit bids for the IB9 Canopy Roofing Installation.



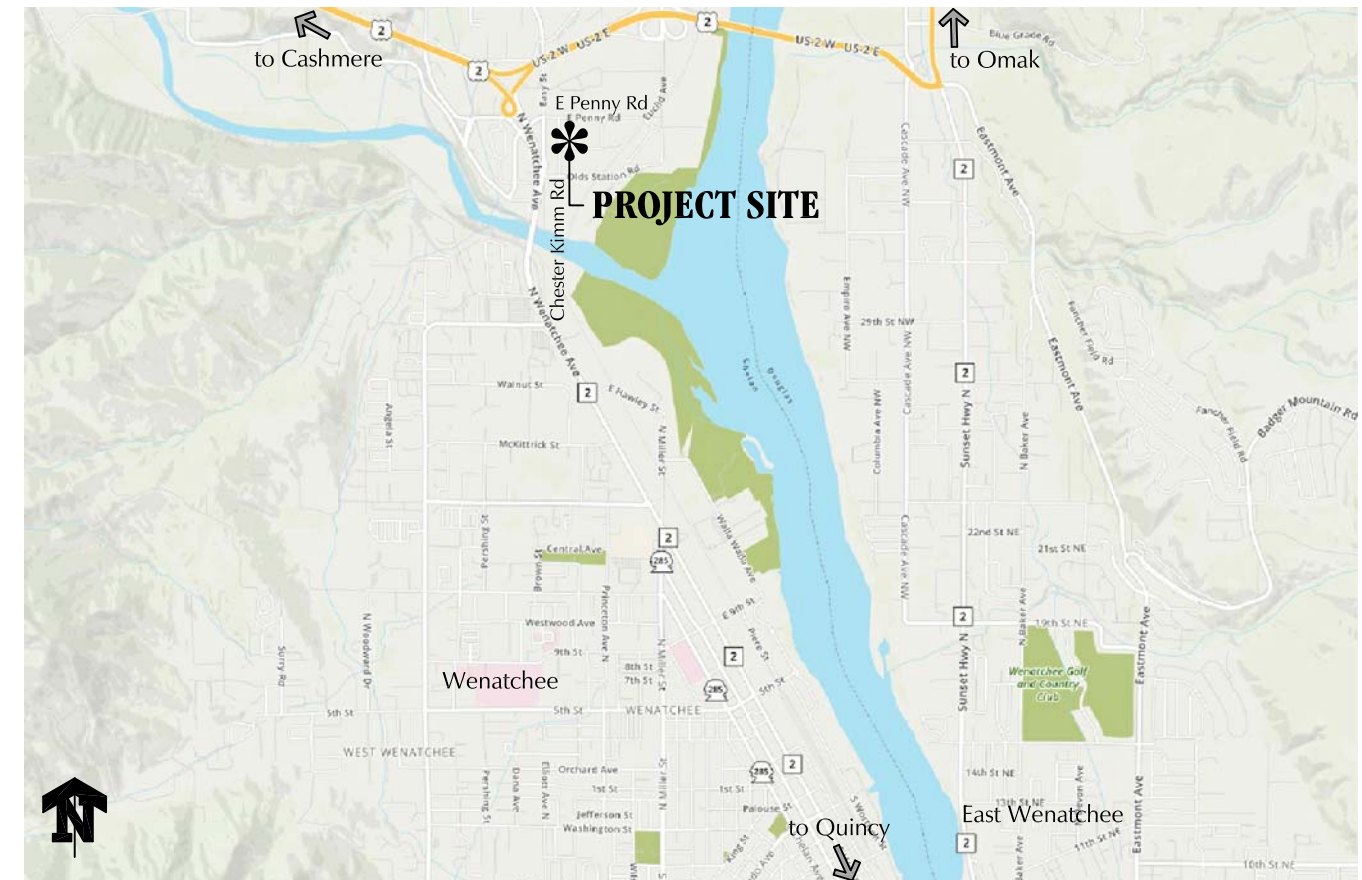
## GENERAL NOTES

1. ALL WORK SHALL CONFORM TO ALL APPLICABLE CODES AND ORDINANCES, THE MORE STRINGENT IS TO GOVERN; DISCREPANCIES BETWEEN CONTRACT DOCUMENTS AND CODES SHALL BE BROUGHT TO THE ARCHITECT'S ATTENTION PROMPTLY AND A RESOLUTION OBTAINED BEFORE PROCEEDING.
2. DRAWINGS ARE NOT TO BE SCALED. DIMENSIONAL DATA SHALL BE OBTAINED FROM WRITTEN INFORMATION ONLY, OR AS-BUILT MEASUREMENTS. VERIFY ALL DIMENSIONS BEFORE PROCEEDING. ANY DIMENSIONAL DEVIATION FROM THAT SHOWN ON THE DRAWINGS, WHICH MAY AFFECT THE INTENT OF THE DESIGN OR PROPER INCORPORATION OF ELEMENTS, SHALL BE BROUGHT TO THE ARCHITECT'S ATTENTION PROMPTLY AND A RESOLUTION OBTAINED BEFORE PROCEEDING.
3. THE ARCHITECT SHALL BE INFORMED IMMEDIATELY OF ANY DISCREPANCY BETWEEN THE CONTRACT DOCUMENTS AND THE SITE CONDITIONS.
4. NOTATIONS OR DETAILS KEYED TO VARIOUS DRAWING SYMBOLS, PATTERNS, ETC. SHALL APPLY TYPICALLY TO ALL SIMILARLY INDICATED ITEMS, LOCATIONS, OR CONDITIONS NOT OTHERWISE KEYED.
5. PRESERVE AND PROTECT EXISTING UTILITIES AND BUILDING COMPONENTS WHICH MAY BE PRESENT AND ARE NOT SCHEDULED OR REQUIRED TO BE CHANGED OR REMOVED.
6. ADJUST NEW CONSTRUCTION TO ALIGN WITH EXISTING CONSTRUCTION SUCH THAT MATERIALS MAY BE APPLIED ALONG STRAIGHT AND TRUE LINES, UNLESS SPECIFICALLY NOTED OTHERWISE.
7. ROOF MEMBRANE PRODUCTS ARE SIMILAR TO A SARNAFIL ADHERED ROOFING SYSTEMS, G410 MEMBRANE, 60 MIL THICKNESS, WHITE. ROOF COVER BOARD SHALL BE DENSDECK ROOF BOARD WITH FIBERGLASS MAT FACERS, SIZE AS NOTED ON DRAWINGS. WHERE DETAILS ARE NOT PROVIDED FOR CERTAIN CONDITIONS, BASE REPAIRS ON THE ROOF MANUFACTURER'S INSTALLATION INSTRUCTIONS AND DETAILS.
8. FABRICATE ANY REQUIRED SHEET METAL FLASHINGS NEEDED TO PROVIDE A WATER SHEDDING SYSTEM AROUND THE PERIMETER OF THE MEMBRANE ROOFING. FLASHINGS SHALL BE COLOR MATCHED TO THE EXISTING BUILDING AND A MINIMUM 24 GA THICKNESS.
9. PROVIDE A NEW 120V BREAKER WITH GROUND FAULT PROTECTION AND CIRCUIT FROM AN EXISTING PANEL TO THE EXTERIOR WALL OF THE BUILDING FOR CONNECTION OF THE SNOW MELT CABLES. CONCEAL ALL WIRING AT THE INTERIOR OF THE BUILDING IN WALLS AND CEILINGS. ALL EXTERIOR WIRING TO BE IN CONDUIT.
10. PROVIDE CHROMALOX COMMERCIAL 120V CPR SELF-REGULATING HEAT TRACE CABLE OF SUFFICIENT LENGTH TO COVER THE AREA SHOWN ON THE PLANS. PROVIDE WITH COMPATIBLE SNOW AND ICE MELTING CONTROLLER, GF PRO SNOW SWITCH, GIT-1 SENSOR, PJB JUNCTION BOXES AND APPROPRIATE POWER CONNECTION, SPLICE KITS, AND DOWNSPOUT HANGERS.

## SUBMITTALS

1. PROVIDE MANUFACTURER'S DATA ON ALL SINGLE PLY ROOFING MATERIALS, INCLUDING MEMBRANE, COVER BOARD, ADHESIVES, SEALANTS, ETC.
2. PROVIDE MANUFACTURER'S DATA ON HEAT CABLE SYSTEM IDENTIFYING ELECTRICAL REQUIREMENTS, AND DESCRIBING CONTROLLERS, SENSORS, CABLE, ETC.
3. NOTIFY THE OWNER 48 HOURS IN ADVANCE OF ANY ELECTRICAL SHUT DOWNS OR OTHER ELECTRICAL WORK THAT MAY AFFECT THE TENANT'S OPERATIONS.

## VICINITY MAP



## CONTACT INFORMATION

### BUILDING OWNER:

CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
ONE CAMPBELL PARKWAY, SUITE A  
EAST WENATCHEE, WA 98802

### OWNER'S CONTACT INFORMATION:

RON RUSS  
PROPERTY and MAINTENANCE MANAGER  
ONE CAMPBELL PARKWAY, SUITE A  
EAST WENATCHEE, WA 98802

Phone: (509) 884-4700 ext. 301

### JOB SITE INFORMATION:

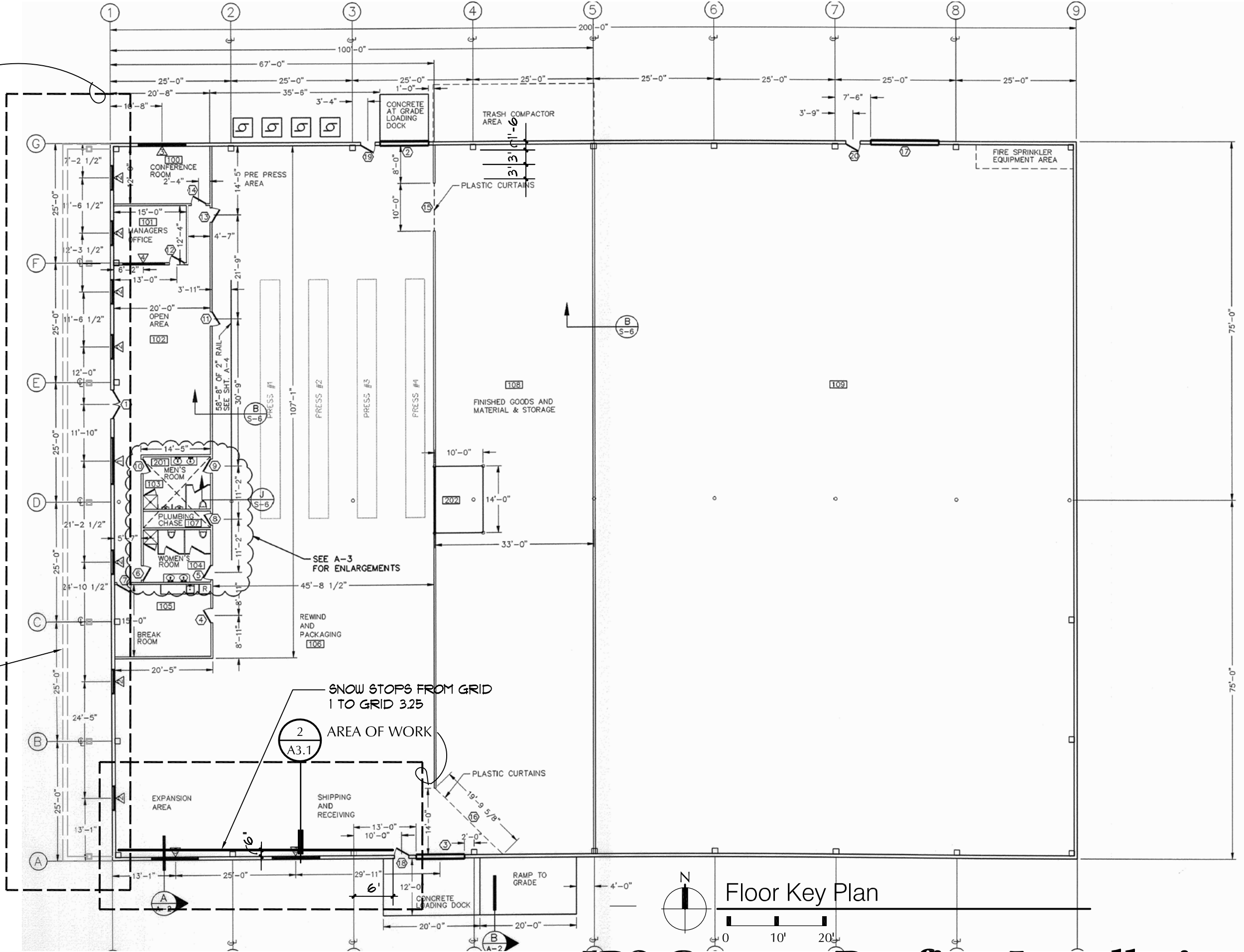
2605 CHESTER KIMM ROAD  
WENATCHEE, WA 98801

Parcel Number: 232028120150  
Site Area: 2.2 Acres (Assessor)  
Building Area: 30,000 sf Assessor  
Construction Type: II B, Sprinklered  
Occupancy: B/S1

## DRAWING INDEX

- A0.1 GENERAL INFORMATION
- A1.1 KEY PLAN
- A2.1 ROOF PLAN/WEST ELEVATION
- A3.1 ROOFING SECTION

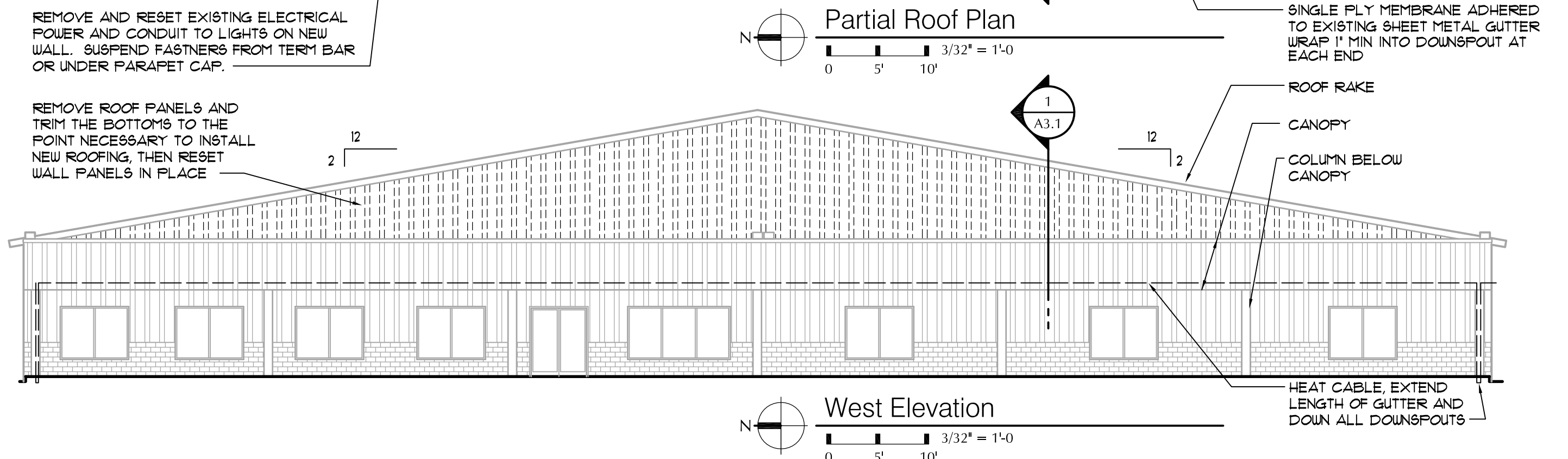
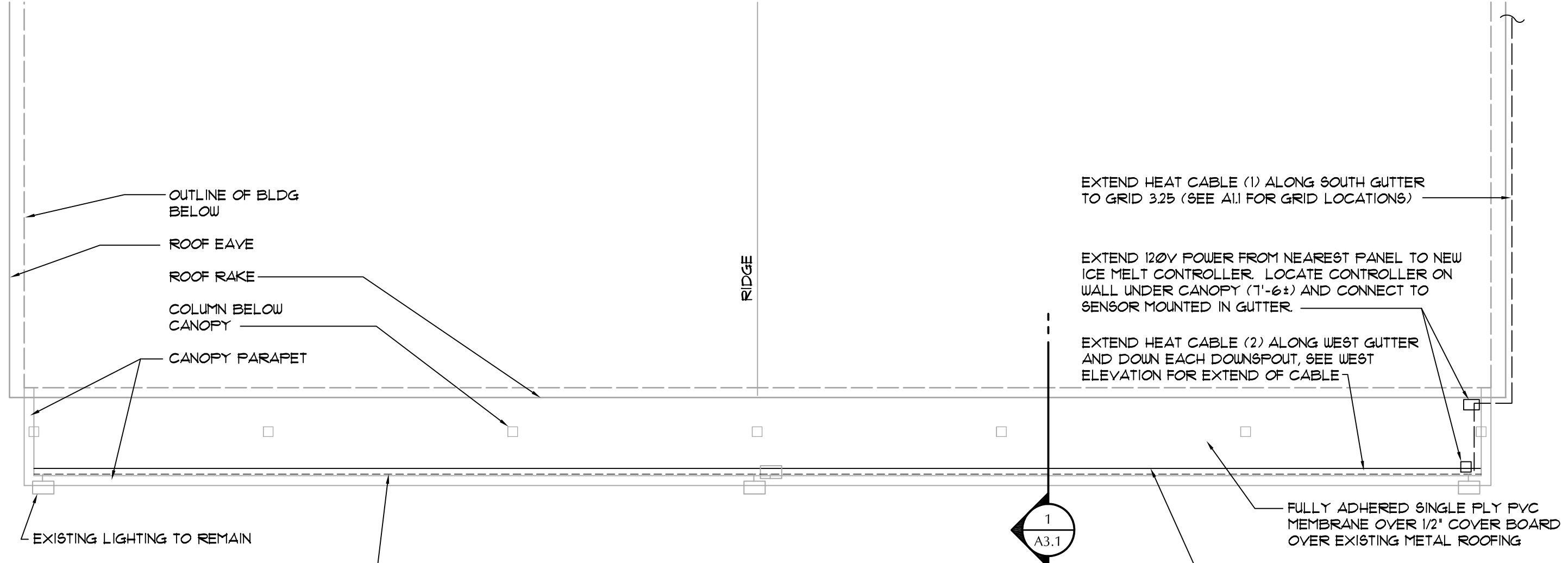
AREA OF WORK  
SEE A2.1

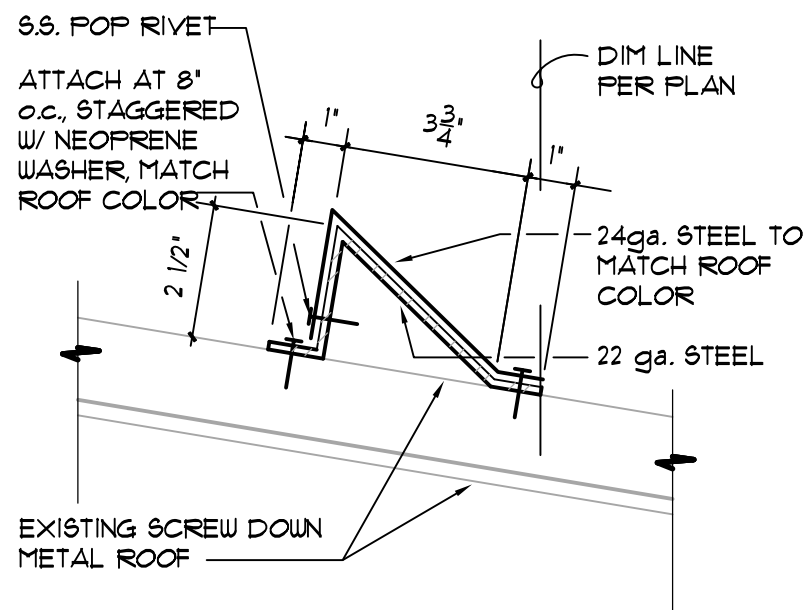


EXISTING  
EXTERIOR  
CANOPY

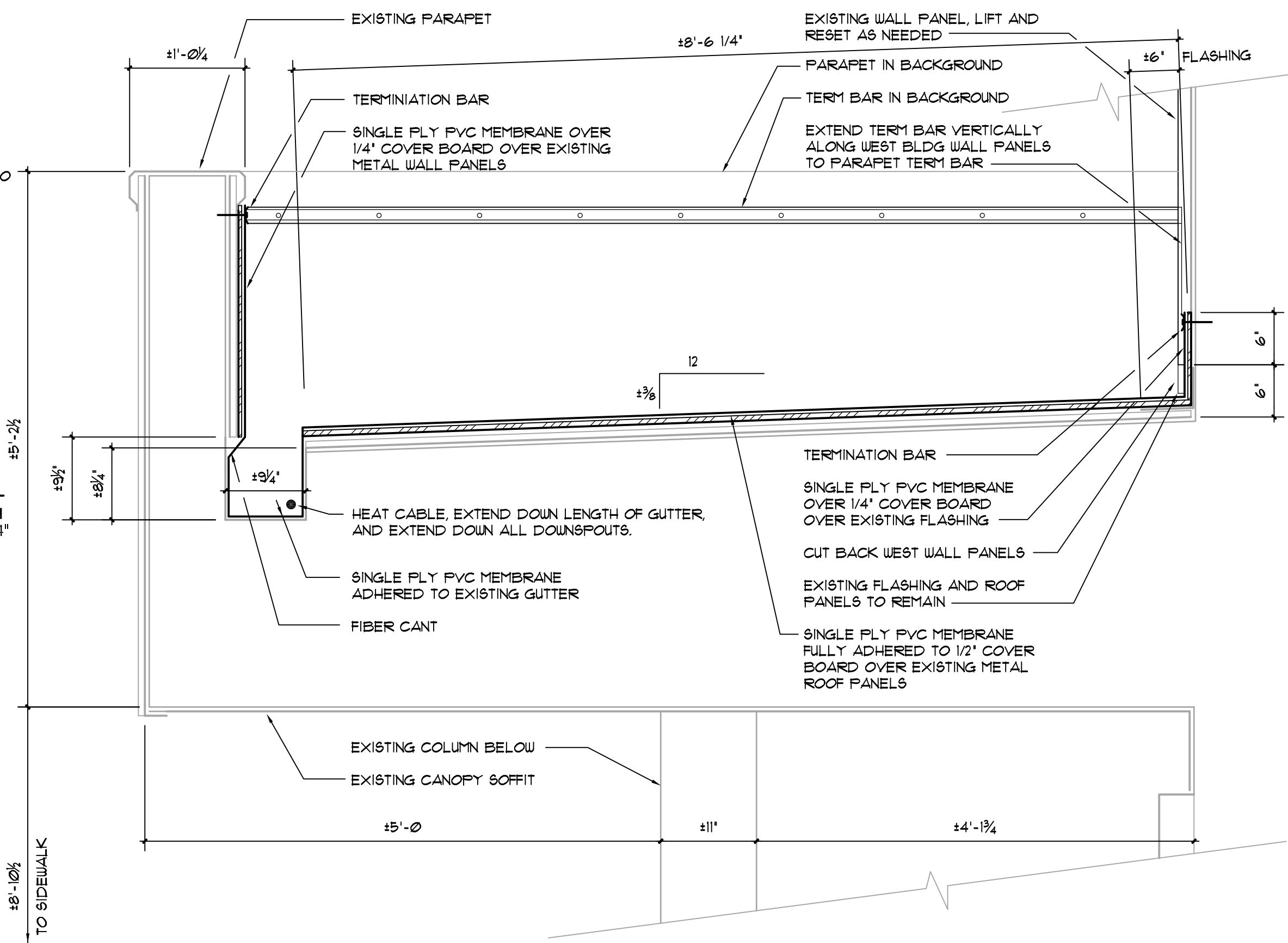
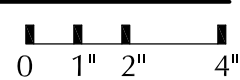
SNOW STOPS FROM GRID  
1 TO GRID 3.25  
2  
A3.1  
AREA OF WORK

Floor Key Plan





**2** SNOW STOP  
 SCALE: 3" = 1'-0"



**1** CANOPY SECTION  
 SCALE: 1" = 1'-0"



# Memo

**To:** Board of Directors

**From:** Jim Kuntz

**Date:** October 12, 2023

**Re:** Purchase & Sale Agreement – Cornelius Holdings, LLC  
Approximately 5.56 Acres off Grant Road and Union Street

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The Regional Port has been approached by Cornelius Holdings on their interest in selling 5.56 acres of property adjacent to property currently owned by the Regional Port. As it is adjacent property, they have offered to sell it to the Regional Port.

Please find attached the following documents:

- Site Map
- Information Sheet
- Draft Purchase & Sale Agreement

The acquisition of this property (if approved by the Board) would add to the assemblage of Regional Port owned property that could be potentially developed in the future within the density limitations of the airport overlay zone.

Furthermore, the price of the property as offered to the Regional Port is below its current assessed value.

Will provide additional details at Tuesday's meeting.



N STARK AVE

N UNION AVE

GRANT RD

GRANT RD

4.25 Acres

M & M  
5.56  
Acres

4.76  
Acres  
Pending

1.59 Acres

4.76 Acres

1.12  
Acres

1.73 Acres

**Pangborn Airport**  
**Marson & Marson Property**

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**Acreage**

Acreage per Recorded Survey (10-01-22) =	5.56 Acres
County Assessors Office =	4.53 Acres

**Value**

Purchased Price as of September 1, 2021 = (\$116,906 per acre)	\$650,000
Current Assessed Value = (\$159,712 per acre)	\$888,000
Agreed to Sale Price =	\$775,000

**Zoning**

General Industrial

**Airport Overlay Zones**

Zone 3 - 25 People per acre Limitation

**Phase 1 Environmental Assessment**

Completed by AEI Consultants (08-25-2020)

**FAA Participation**

Not likely as it is outside the runway protection zone.

**Return on Investment**

\$775,000 at 5%:	Monthly Rent = \$3,229 plus LHT
	Yearly Rent = \$38,750 plus LHT

**PURCHASE AND SALE AGREEMENT  
(GRANT AND UNION – APPROX. 5.56 ACRE SITE)**

THIS PURCHASE AND SALE AGREEMENT (this “**Agreement**”), dated as of the \_\_\_\_ day of October, 2023 (the “**Effective Date**”), is made and entered into by and between **CORNELIUS HOLDINGS, LLC**, a Washington limited liability company (“**Seller**”), and **CHELAN DOUGLAS REGIONAL AIRPORT AUTHORITY**, a Washington municipal corporation and or permitted assigns (“**Buyer**”). Seller and Buyer are, from time to time hereafter, referred to individually as a “party” and collectively as the “parties.”

**RECITALS**

A. Seller owns certain real property in the City of East Wenatchee, Douglas County, Washington (the “**City**”), as more particularly depicted on Exhibit A-1 attached hereto (the “**Property**”) with a legal description as set forth on Exhibit A-2. In this Agreement, the term “Property” includes (a) all such real property, and (b) all easements, rights and appurtenances to such real property, or any portion thereof. The Property is commonly known as:

**NNA Union Avenue,**  
City of East Wenatchee, Douglas County, Washington  
Douglas County Tax Assessor Parcel Number 22210840002

B. Seller desires to sell the Property to Buyer, and Buyer desires to purchase the Property from Seller, on and subject to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants and obligations of the parties set forth herein, Seller and Buyer hereby agree as follows:

**AGREEMENT**

- 1. Purchase and Sale.** Seller shall sell to Buyer, and Buyer shall purchase from Seller, the Property, on the terms and conditions specified in this Agreement.
  - A. Purchase Price.** Buyer shall pay Seller a purchase price (the “**Purchase Price**”) for the Property in the amount of \$775,000.
  - B. Payment.** The Purchase Price shall be paid in lawful money of the United States, in immediately available funds.
  
- 2. Escrow.**
  - A. Opening of Escrow.** The purchase and sale of the Property shall be consummated by means of an escrow (“**Escrow**”) opened by Seller with CW Title and Escrow, Attention: Deborah Foltz, 1205 N. Wenatchee Avenue, Wenatchee, WA 98801, email: dfoltz@cwtitle.com.
  - B. Instructions.** The terms and conditions set forth in this Agreement shall constitute both the agreement between Buyer and Seller and joint escrow instructions for the Title Company. The parties agree to execute any additional escrow instructions required by the Title Company provided that the same shall be consistent with the terms of this Agreement and shall provide that as between the parties, in the event there are any inconsistencies between such supplemental instructions and this Agreement, the terms of this Agreement shall prevail. The Title Company is hereby designated the “real estate reporting person” for purposes of Section 6045 of the Internal Revenue Code of 1986, as amended, and Treasury Reg. 1.6045-4, and any instructions or settlement statements prepared by the Title Company shall so provide. The Title Company shall be responsible for filing any Form 1099-S with the Internal Revenue Service.
  - C. Closing.** Subject to the satisfaction of all conditions precedent as set forth herein, Escrow shall close (“**Closing**”) on or before 5:00 p.m. Pacific Time on the day that December 15, 2023, or such earlier date as may be agreed upon by the parties (the “**Closing Date**”). Closing shall be deemed complete when the Warranty Deed (as defined herein) for the Property has been duly recorded in Douglas County, Washington and Buyer has paid and Seller has received the Purchase Price. Upon Closing, the Title Company shall deliver closing statements, the Title Policy, and all other documents and funds requiring delivery pursuant to this Agreement.



- D. **Prorations.** Current real estate taxes and assessments, general and special, and any other similar charges imposed upon the Property by any governmental agency or special district, organization or body shall be prorated between Buyer and Seller as of the Closing Date based on the most recent tax statement or bill for the Property. If after Closing either party discovers any errors, or receives additional information, indicating that the prorations were inaccurate, such party will promptly notify the other and the parties will correctly re-prorate the amounts in question. No such correction will be required later than 6 months after the Closing Date; provided, however, that if a correction is sought because current tax or assessment bills for the Property were not available as of Closing, the correction period with respect to the closing proration of such taxes or assessments will, if needed, continue beyond such 6-month period until 30 calendar days after Buyer's receipt of the applicable bills.
- E. **Closing Costs.** Real Estate Excise Tax, the cost of the Title Policy (as defined in Section 5.F.) and Seller's counsel fees shall be paid by Seller; provided that any premiums for extended coverage or additional title endorsements shall be the responsibility of the Buyer. Escrow and closing fees shall be divided equally between the parties. Buyer shall pay for the preparation of the Warranty Deed and Excise Tax Affidavit to be prepared by Buyer's attorney, the cost to record the Warranty Deed, the Survey (as defined herein), if Buyer pursues a Survey, financing, appraisal, and fees and costs of Buyer's counsel, if any.

### 3. Feasibility Period.

- A. During the period beginning on the Effective Date and ending at 11:59 p.m. Pacific Time on the day that is 30 calendar days after the Effective Date, or such later date as the parties may agree to in writing (the "**Feasibility Period**"), Buyer shall investigate the feasibility of proceeding with the transaction contemplated by this Agreement. Buyer shall have the right, but not the obligation, and in its sole and absolute discretion, to waive the Feasibility Period prior to 30 calendar days after the Effective Date.
- B. During the Feasibility Period, Buyer, its agents, employees, or nominees shall have the right to enter the Property for the purposes of performing whatever surveying, testing, engineering, or other studies as Buyer may deem necessary or appropriate to investigate the condition and zoning of the Property and utility services thereto and to determine the feasibility of proceeding with the transaction contemplated by this Agreement; provided, however, any such surveying, testing, engineering, or other studies shall be non-invasive testing and should be Buyer desire to perform any invasive surveying, testing, engineering, or other studies, then Buyer must obtain Seller's prior written consent, which may be withheld or granted in Seller's sole and absolute discretion. Buyer agrees to indemnify Seller and hold it and the Property free and harmless from any costs or liabilities, including, but not limited to, attorneys' fees, to the extent incurred by reason of such entry and investigations, and to repair any damages caused to the Property by reason of any entry or investigation of the Property; provided, however, Buyer will have no obligation to indemnify Seller as a result of the discovery or presence of any pre-existing conditions, including any hazardous materials.
- C. Buyer shall have the right to terminate this Agreement by delivering written notice of termination (the "**Termination Notice**") to Seller and the Title Company no later than 3 calendar days after the last calendar day of the Feasibility Period. If Buyer does not deliver the Termination Notice prior to the end of the Feasibility Period, this Agreement shall remain effective by its terms.
- D. In the event that this Agreement is terminated, Buyer shall provide to Seller copies of any surveys, soils, geotechnical, or environmental reports prepared by a third-party consultant and obtained by Buyer during the Feasibility Period.
- E. Seller will deliver to Buyer, not later than 5 business days after the Effective Date and at no cost to Buyer, all information in Seller's possession relating to the Property including to the extent Seller has such in Seller's possession: (i) any existing ALTA/site/topographic surveys of the Property; (ii) all existing information relating to the environmental condition of the Property, including all Phase I and Phase II environmental site assessments; and (iii) preliminary title commitments for the Property, together with copies of all documents relating to easements and exceptions, including any applicable Covenants, Conditions, and Restrictions. Seller represents that Seller (a) has a copy of a 2020 survey of the Property; (b) will make commercially reasonable efforts to review Seller's records to identify if any of the other items set forth above exists and are in Seller's possession; provided; however, Seller shall not be required to incur any additional cost or expense to obtain documents not within Seller's actual possession; and (c) will deliver such to Buyer, if located.

F. Buyer waives the completion and delivery of a disclosure statement (see Chapter 64.06 RCW), except to the extent any questions would be answered “yes” in the environmental portion. The Seller agrees to complete and provide to Buyer the environmental portion of said disclosure statement within 5 calendar days of the effective date of this Agreement.

#### 4. Deposit.

##### A. Deposit.

- (1) On or before 5:00 p.m. Pacific Time on the day that is 5 business days after the Effective Date, Buyer shall deposit with the Title Company a single cash deposit in the amount of \$10,000, lawful money of the United States, in immediately available funds (the “**Deposit**”).
- (2) In the event that the parties proceed to Closing, the Deposit shall be credited against the Purchase Price at Closing. In the event that Closing is not completed by the Closing Date and such delay is not the result of a breach of this Agreement by Seller, or failure of any conditions to Buyer’s obligation to close under Section 7.A., Seller shall retain the Deposit as liquidated damages.
- (3) In the event Buyer fails to deposit the Deposit as provided above, then this Agreement shall automatically terminate and neither party shall have any further rights or obligations hereunder whatsoever, except as expressly stated herein to survive termination of this Agreement.
- (4) In the event that Buyer timely delivers the Termination Notice, the Title Company is hereby instructed to cancel Escrow without further instruction by the parties and return the Deposit to Buyer. This Agreement shall then automatically terminate and neither party shall have any further rights or obligations hereunder whatsoever, except as expressly stated herein to survive termination of this Agreement.

B. IF THIS AGREEMENT DOES NOT TERMINATE ON OR BEFORE THE END OF THE FEASIBILITY PERIOD, AS MAY BE EXTENDED, AND THEREAFTER THE TRANSACTION DOES NOT CLOSE FOR ANY REASON OTHER THAN BREACH OF THIS AGREEMENT BY SELLER OR FAILURE OF ANY CONDITIONS TO BUYER’S OBLIGATION TO CLOSE UNDER SECTION 7.A., SELLER SHALL RETAIN THE DEPOSIT AS LIQUIDATED DAMAGES. THE PARTIES AGREE THAT SELLER’S ACTUAL DAMAGES WOULD BE DIFFICULT OR IMPOSSIBLE TO DETERMINE, AND THE DEPOSIT IS THE BEST ESTIMATE OF THE AMOUNT OF DAMAGES SELLER WOULD SUFFER. THE REMEDY PROVIDED BY THIS SECTION SHALL BE IN LIEU OF ALL OTHER REMEDIES SELLER MIGHT OTHERWISE HAVE HEREUNDER IN EQUITY OR AT LAW, AND SELLER RELINQUISHES ANY RIGHT OF SPECIFIC PERFORMANCE. THE PARTIES WITNESS THEIR AGREEMENT TO THIS LIQUIDATED DAMAGES PROVISION AND THIS LIMITATION OF REMEDIES PROVISION AS TO THE SELLER BY THEIR EXECUTION BELOW. THE PROVISIONS OF THIS SECTION 4.B., SHALL NOT IMPACT, EFFECT, REDUCE OR WAIVE THE RIGHTS OF SELLER TO THE REMEDIES UNDER SECTION 3.B. OF THIS AGREEMENT.

#### 5. Title.

A. **Title Report and Documents.** The parties shall cause this Agreement to be delivered to the Title Company within 5 calendar days of mutual execution hereof, and the parties agree to jointly request the Title Company to make best efforts to prepare and provide to Buyer and Seller a current preliminary title report covering the Property (the “**Title Report**”), together with legible copies of all documents of record referred to as exceptions in the Title Report within 10 calendar days after delivery of the signed Agreement.

B. **Survey.** Within 30 calendar days after the Effective Date, Buyer may, in Buyer’s discretion, obtain a current ALTA/ACSM Land Title Survey of the Real Property (“**Survey**”) which, if obtained, shall be in final form reasonably suitable to Buyer and the Title Company.

C. **Exceptions and Objections.** Buyer shall have 10 calendar days from receipt of the Title Report within which to notify Seller in writing of any objections Buyer may have to any exceptions to title or other matters other than the Permitted Exceptions under Subparagraph D, below (“**Exceptions**”) indicated in the Title Report (“**Buyer’s Objection**”). Buyer’s failure to provide Buyer’s Objection within such 10-calendar day period shall be deemed Buyer’s approval of all Exceptions indicated in the Title Report, except for deeds of trust, mortgages, financing statements, assignments of rents or other monetary liens or encumbrances, all of which shall be removed by Seller, at its sole cost, prior to Closing without the requirement of any further notice from Buyer. If Buyer objects to any other Exceptions indicated in the Title Report (“**Objected**

**Exceptions**”), Seller shall have 5 days from receipt of Buyer’s Objection in which to notify Buyer in writing of Seller’s agreement to remove such Objected Exceptions from title to the Property. Failure of Seller to give written notice of its agreement to remove an Objected Exception within such 5-day period shall be deemed a refusal by Seller (effective as of the last day of such 5-day period) to remove such Objected Exception. If Seller refuses or is deemed to have refused to remove an Objected Exception, Buyer shall have until the expiration of the Feasibility Period either to waive in writing its objection to such Objected Exception or to terminate this Agreement under the provisions herein. If Buyer does not give Seller written notice of its election to terminate this Agreement prior to the expiration of the Feasibility Period, then Buyer shall be deemed to have elected to waive its objection to such Objected Exception. If Seller agrees to remove an Objected Exception, Seller shall have until Closing to remove, at its sole cost, such Objected Exception.

- D. Permitted Exceptions.** All items set forth on Exhibit B attached hereto shall be “**Permitted Exceptions**” to the Title Policy.
- E. Revisions to Title Report.** In the event that, at any time prior to Closing, a revised Title Report is issued by the Title Company or the Title Company notifies Buyer of any Exception not included in the initial Title Report, Buyer shall have 5 calendar days after receipt of the revised Title Report or such notice to approve or object to any Exception disclosed for the first time in the revised Title Report or disclosed in such notice (collectively, “**Additional Exceptions**”). Thereupon, Buyer and Seller shall have the same notice and other rights and obligations with respect to such Additional Exceptions as apply to Exceptions.
- F. Title at Closing; Title Policy.** At Closing, Seller shall convey to Buyer, by a duly executed statutory warranty deed (the “**Warranty Deed**”), fee title to the Property. At Closing, the Title Company shall issue to Buyer a Standard Coverage Owner’s Policy of title insurance showing title to the Property vested in Buyer subject only to the Permitted Exceptions (the “**Title Policy**”).

## **6. Representations and Warranties.**

- A. By Seller.** Seller represents, warrants and covenants to Buyer, as of the Effective Date and as of the Closing Date, subject to disclosures made by Seller to Buyer in writing as of the Closing Date, the following:
- (1) Good Standing. Seller is a limited liability company duly organized, existing and in good standing under the laws of the State of Washington. This Agreement and all documents and acts contemplated hereby are duly authorized by all requisite action of Seller.
  - (2) Authority. Seller has all requisite legal power, right, and authority to enter into this Agreement and all instruments and documents referenced herein, and to consummate the transactions as set forth herein.
  - (3) Binding Obligations. The individual executing this Agreement, and all instruments and documents required to be executed by Seller hereunder, has the legal power, right and actual authority to bind Seller to the terms and conditions thereof, and this Agreement and all such instruments and documents are and shall be the valid and binding obligations of Seller, enforceable against Seller in accordance with their terms. This Agreement and the execution and performance thereof by Seller do not violate any provisions of any other agreement or instrument to which Seller is a party or to which Seller or the Property is bound.
  - (4) No Other Agreements. Seller is the sole owner of the Property and has good and marketable title thereto. Seller has not entered into any other agreements for the sale, option, lease, license, use or hypothecation of all or any portion of the Property or any interest therein that will be in effect on the Closing Date.
  - (5) No Litigation. To Seller’s actual knowledge, there is no litigation, arbitration, or other proceeding pending or threatened before any court or administrative agency that relates to or affects the Property or the use thereof or Seller’s ability to enter into this Agreement or consummate the transactions contemplated hereunder.
  - (6) Hazardous Materials. Except for the disclosures under Section 6(B)(4) below, Seller hereby acknowledges to Seller’s actual knowledge there are no underground storage tanks located on the Property and during Seller’s current period of ownership that the Property is not in violation, nor has been or is currently under investigation, for violation of any federal, state or local law, ordinance or regulation relating to industrial hygiene, health and safety, or to the environmental conditions in, at, on, under or about the Property including, but not limited to, soil and groundwater conditions.
  - (7) No Violation of Other Laws. Seller has no actual knowledge nor has Seller received any written notice of any violation of any federal, state, or local laws, ordinances, rules, regulations or policies pertaining

to the Property or the use thereof, including, but not limited to subdivision, zoning, land use and environmental regulations.

- (8) Payments Current. All costs and expenses incurred by Seller in connection with the ownership or use of the Property have been paid in full. Seller is not delinquent in any payment of taxes, assessments, or other encumbrances or obligations with respect to the Property, except as may be disclosed in the Title Report. To Seller's actual knowledge, there are no intended public improvements which will result in a lien upon the Property and there are no proceedings pending for the increased assessed valuation of the Property.
- (9) Possession. There will be no parties in possession of any portion of the Property as lessees, tenants, subtenants, or otherwise, and all leases and other rights of possession for all or any portion of the Property shall have been terminated.
- (10) Pending Action. To Seller's actual knowledge, Seller has not received written notice of any pending or threatened actions, suits, arbitrations, claims, investigations or legal, administrative or other proceedings (a) with respect to or in any manner affecting or involving the title to or condition of the Property, including, but not limited to, any condemnation action, proceeding to impose an assessment district, zoning change proceeding or development moratorium, or (b) to which Seller is or may be a party by reason of Seller's ownership, use, or operation of the Property.
- (11) NO OTHER REPRESENTATIONS OR WARRANTIES. Except as expressly set forth in this Agreement, Seller makes no other representations or warranties to Buyer concerning the Property.

The term "actual knowledge" as to Seller means the actual knowledge of the Seller's members, managers, board of directors and officers, (if any) and those persons charged with the management and oversight of Seller's real property.

**B. By Buyer.** Buyer acknowledges, represents, warrants and covenants to Seller, as of the Effective Date and as of the Closing Date, the following:

- (1) Good Standing. Buyer is a Washington municipal corporation duly organized, existing and in good standing under the laws of the State of Washington. This Agreement and all documents and acts contemplated hereby are duly authorized by all requisite action of Buyer.
- (2) Authority. Buyer has all requisite legal power, right and authority to enter into this Agreement and all instruments and documents referenced herein, and to consummate the transactions as set forth herein, and no approvals or consents, written or otherwise, are required of any third parties in order for Buyer to take such actions.
- (3) Binding Obligations. The individual executing this Agreement, and all instruments and documents required to be executed by Buyer hereunder, has the legal power, right and actual authority to bind Buyer to the terms and conditions thereof, and this Agreement and all such instruments and documents are and shall be the valid and binding obligations of Buyer, enforceable against Buyer in accordance with their terms. This Agreement and the execution and performance thereof by Buyer do not violate any provisions of any other agreement or instrument to which Buyer is a party or to which Buyer is bound.
- (4) "AS IS" Property; Land Use Issues; and Environmental Liability. Buyer is purchasing the Property in its present condition, "AS-IS". Buyer acknowledges that Seller has made no representations to Buyer regarding permissible building height and/or legal and permissible uses of the Property. Buyer acknowledges that prior to Closing it will conduct whatever investigations it desires in order to ascertain the existence of applicable laws, rules, and regulations that may impair its expected use of the Property. Buyer acknowledges that the Property previously contained a commercial tree fruit orchard that had been in existence for many years. Buyer further acknowledges that commercial tree fruit orchards customarily use a variety of chemicals and fuels in their operation and the soil of the Property may contain those chemicals and fuels. Buyer acknowledges that prior to Closing it will conduct whatever soil analysis or other investigation it desires in order to ascertain whether the soil contains any chemicals or fuels that may impair its expected use of the Property. Seller is under no obligation to remove any chemicals, fuels or any other materials from the Property as a condition to Closing of this transaction, and Buyer is purchasing the Property with the soil in its present condition.

**C. Survival of Representations, Warranties, and Covenants.** The representations, warranties, and covenants of Seller and Buyer set forth in this Agreement shall not merge into and shall survive the Closing and the recording of the Warranty Deed.

**D. Pre-Closing Covenants of Seller.** Seller further covenants that, until Closing, Seller shall, at its sole cost and expense:

- (1) Maintain the condition and use of the Property in substantially the same condition and use existing as of the Effective Date.
- (2) Continue to pay all costs associated with ownership and use of the Property, including, but not limited to all utility and other charges, liens, encumbrances, taxes, penalties, interest, and assessments on the Property, and to perform all covenants thereunder, before a default would occur thereunder.
- (3) Maintain in force any existing insurance policies carried by Seller for the Property; provided, however, that this provision shall not obligate Seller to procure or maintain any such insurance not in effect as of the Effective Date nor obligate Seller to name Buyer as an additional insured or loss payee under any such insurance.
- (4) Promptly comply with all federal, state, and local laws, statutes, ordinances, rules, and regulations applicable to the Property or its use.
- (5) Neither cause nor voluntarily permit any lien, encumbrance, or any matter to cause the condition of title to be changed from that as stated in the Title Report, without Buyer's prior written consent.
- (6) Enter into no licenses, agreements, or leases that would give any person or entity any right of possession to all or any portion of the Property, which would remain in effect after Closing.
- (7) Notify Buyer in writing of any change in any condition with respect to the Property or any event or circumstance that is brought to the attention of Seller which would render any representation, warranty, or covenant of Seller hereunder untrue, misleading, or incapable of being performed.

## **7. Conditions to Closing.**

**A. Conditions to Buyer's Obligation.** Buyer's obligation to close Escrow is conditioned upon and subject to the satisfaction, or written waiver by Buyer, of all the conditions precedent set forth below by the Closing Date. Should any such condition not be so satisfied or waived by Buyer, Buyer may elect to terminate this Agreement and Escrow. The conditions precedent to Buyer's obligations are as follows:

- (1) On the Closing Date, the Title Company shall be irrevocably committed to issue the Title Policy to Buyer, subject only to the Permitted Exceptions.
- (2) On the Closing Date, Seller shall not be in default in the performance of any covenant or agreement to be performed by Seller under this Agreement.
- (3) On the Closing Date, all representations and warranties made by Seller in this Agreement shall be true and correct in all material respects.

If the foregoing conditions have not been satisfied by the scheduled Closing Date, then Buyer will have the right, but not the obligation, at Buyer's sole discretion and without limiting any other right or remedy of Buyer, to extend Closing for such amount of time as Buyer deems reasonably necessary to allow Seller to satisfy such conditions, by giving written notice of such extension to Seller and Title Company.

**B. Conditions to Seller's Obligation.** Seller's obligation to close Escrow is conditioned upon and subject to the satisfaction, or written waiver by Seller, of all the conditions precedent set forth below by the Closing Date. Should any such condition not be so satisfied or waived by Seller, Seller may elect to terminate this Agreement and Escrow. The conditions precedent to Seller's obligations are as follows:

- (1) On or before the Closing Date, Buyer shall have deposited with the Title Company the full amount of Purchase Price and all other required funds and documents.
- (2) On the Closing Date, Buyer shall not be in default in the performance of any covenant or agreement to be performed by Buyer under this Agreement.
- (3) On the Closing Date, all representations and warranties made by Buyer in this Agreement shall be true and correct in all material respects.

**8. Possession; Personal Property.** Seller shall transfer possession of the Property to Buyer at Closing. For purposes herein, all real property interest of Seller in and to the Property as of the Effective Date shall be included in the term "Property" as used in this Agreement and shall transfer to Buyer at Closing. Seller possesses no personal property with respect to the Property.

**9. Assignment.** This Agreement and Buyer's rights hereunder shall be assignable by Buyer to an entity that controls, is controlled by, or is under common control with Buyer. In such event, Buyer shall in writing notify Seller and the Title Company of such assignment and remain liable for performance hereunder. Any other assignment shall require prior written approval of Seller.

**10. Brokers.** Seller represents and warrants to Buyer that it has not dealt with any finder, broker, or relator in connection with this Agreement. Buyer represents and warrants to Seller that it has not dealt with any finder, broker, or relator in connection with this Agreement. If any person shall assert a claim to a finder's fee or brokerage commission on account of alleged employment as a finder or broker in connection with this Agreement, the party under whom the finder or broker is claiming shall indemnify and hold the other party harmless from and against any such claim and all costs, expenses, and liabilities incurred in connection with such claim or any action or proceeding brought on such claim, including, but not limited to, counsel and witness fees and court costs in defending against such claim. The obligations of the parties under this Section shall survive Closing or any termination of this Agreement.

#### **11. General Provisions.**

**A. Risk of Loss.** Risk of loss of or damage to the Property shall be borne by Seller until Closing. Thereafter, Buyer shall bear all risk of loss. In the event of loss of or damage to the Property, or a portion thereof, including, without limitation, a condemnation of all or a portion of the Property, prior to Closing, Buyer may terminate this Agreement.

**B. Election to Terminate.** If either party elects to terminate pursuant to any section of this Agreement, the terminating party shall notify the other party and the Title Company in writing of its election to terminate. The parties shall have no other rights or obligations with respect to this Agreement excepting such rights or obligations that (i) arise as a result of any breach by a party prior to such termination; or (ii) are expressly stated elsewhere in this Agreement to survive termination or Closing of this Agreement.

**C. Failure to Close; Remedies.** In the event Buyer fails, without legal excuse, to complete the purchase of the property, the Deposit shall be forfeited to Seller as the sole and exclusive remedy available to Seller for such failure. In the event Seller fails, without legal excuse, to complete the sale of the Property, Buyer may in Buyer's sole discretion and without limiting or impairing any other remedy of Buyer at law or in equity, or any right to attorneys fees or costs herein (i) by written notice to Seller and Title Company, terminate this Agreement, in which event the Deposit will be paid immediately by Title Company to Buyer and neither party will have any further liability or obligation under this Agreement except with respect to any obligations which are expressly stated in this Agreement to survive a termination prior to Closing; (ii) extend the date scheduled for Closing for such time period as Buyer deems reasonably necessary to allow Seller to cure or remedy such breach (but without prejudice to Buyer's ability to thereafter invoke its other remedies hereunder should Seller fail to timely cure such breach); or (iii) bring suit for specific performance by Seller

**D. Attorneys' Fees.** Each party shall bear its own costs and expenses, including attorneys' fees, incurred in connection with the negotiation and preparation of this Agreement. Notwithstanding anything herein to the contrary, in the event either party shall commence legal proceedings respecting enforcement of such party's rights or remedies under this Agreement, then the substantially prevailing party in such proceedings shall be entitled to reimbursement of all costs and attorneys' fees from the other party as determined by the court.

**E. Notices.** All notices and other communications under this Agreement shall be in writing and shall be deemed duly given: (i) when delivered if personally delivered to the recipient; (ii) on the 1<sup>st</sup> business day following delivery to an overnight delivery service, provided delivery is confirmed by the delivery service; (iii) on the earlier of actual receipt or 3 business days following deposit in United States registered or certified mail, postage prepaid and return receipt requested; and (iv) by electronic means of transmitting written material, including email (so long as an original of any notice of breach or default is also transmitted by United State Parcel Service or express or courier service), addressed to the parties as set forth below the signature lines at the end of this Agreement. Any party may change its address for notices by giving written notice to the other party in the manner set forth above.

**F. Successors.** This Agreement shall be binding upon and shall inure to the benefit of the parties and their respective representatives, successors and permitted assigns.

- G. Entire Agreement; Amendment.** This Agreement, including all recitals and exhibits hereto, constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes any and all prior or contemporaneous understandings, negotiations, representations, promises and agreements, oral or written, by or between the parties, with respect to the subject matter hereof. No representations, inducements, promises, or agreements have been made in connection with this Agreement by any party, or anyone acting on behalf of any party, other than those expressly set forth herein. This Agreement may be amended, modified or supplemented only by a writing signed by the parties.
- H. Severability.** If any term or provision of this Agreement is ever determined to be invalid or unenforceable for any reason, such term or provision shall be severed from this Agreement without affecting the validity or enforceability of the remainder of this Agreement.
- I. Governing Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington, without regard to its conflict of laws provisions. Any action or proceeding brought to enforce or otherwise arising out of or related to this Agreement shall be commenced and maintained only in the Superior Court of Douglas County, Washington.
- J. Counterparts; Electronic or Facsimile Signatures.** This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. The parties and the Title Company shall be entitled to rely upon electronically formatted or facsimile copies of the parties' signatures to this Agreement and any document executed in connection herewith.
- K. No Joint Venture.** This Agreement shall not be deemed under any circumstances to create any joint venture or partnership between Buyer and Seller or to render Buyer and Seller joint venturers or partners.
- L. No Third Party Beneficiaries.** This Agreement, and each provision hereof, is intended solely for the mutual benefit of Buyer and Seller and their respective successors and permitted assigns, and is not intended for the benefit of any third party. No third party has or shall acquire any rights under this Agreement and no third party shall be entitled to rely upon or enforce this Agreement or any provision thereof.
- M. Headings.** Section headings in this Agreement are for convenience of reference only and shall not affect the meaning or interpretation of any provision of this Agreement.
- N. Waiver.** No waiver of any provision of this Agreement shall be binding unless executed in writing by the party making the waiver. No waiver of any provision of this Agreement shall be deemed to constitute a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver unless the written waiver so specifies.
- O. Time.** Time is of the essence of this Agreement and each and every provision hereof. All references in this Agreement to "days" shall mean calendar days. If the day for performance of any obligation under this Agreement is a Saturday, Sunday or legal holiday, then the time for performance of that obligation shall be extended to the first following day that is not a Saturday, Sunday or legal holiday.
- P. Non-Residential Sale.** Seller and Buyer acknowledge that this transaction involves the sale and purchase of bare land for commercial purposes and therefore 42 U.S.C. 4852(d) (Lead Paint Disclosure) do not apply to the transactions under this Agreement.

[INTENTIONALLY LEFT BLANK – SIGNATURE PAGE NEXT FOLLOWS]

**IN WITNESS WHEREOF**, the parties hereto have entered into this Agreement as of the date first above written.

**SELLER:**

**CORNELIUS HOLDINGS, LLC**, a Washington limited liability company

By: \_\_\_\_\_  
Name: William E. Cornelius, III  
Title: Authorized Officer

Address:  
203 SE Park Plaza Drive, Suite 250  
Vancouver, WA 98684  
Phone: 602-300-1259  
Email: weciiiaz@gmail.com

**BUYER:**

**CHELAN DOUGLAS REGIONAL AIRPORT AUTHORITY**, a Washington municipal corporation

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Address:  
One Campbell Parkway, Suite A  
East Wenatchee, WA 98802-9290  
Attn: James M. Kuntz  
Phone: 509-336-5595  
Email: jim@cdrpa.org



**EXHIBIT A-1**

**DEPICTION OF PROPERTY**



## EXHIBIT A-2

### LEGAL DESCRIPTION OF PROPERTY

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF Douglas, STATE OF WA, AND IS DESCRIBED AS FOLLOWS:

A PART OF THE EAST HALF OF THE EAST HALF OF THE SOUTHEAST QUARTER OF SECTION 8, TOWNSHIP 22 NORTH, RANGE 21, E.W.M. DOUGLAS COUNTY, WASHINGTON, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THE EAST 345 FEET OF THE FOLLOWING DESCRIBED PARCEL:

COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 8;

THENCE ON AN ASSUMED BEARING NORTH 00°04'00" WEST ALONG THE SECTION LINE FOR 1074.90 FEET;

THENCE SOUTH 89°44'00" WEST FOR 30.0 FEET TO A 3/4 INCH IRON PIPE AND THE TRUE POINT OF BEGINNING;

THENCE NORTH 00°04'00" WEST FOR 965.67 FEET;

THENCE ON A 171.0 FOOT RADIUS CURVE TO THE LEFT, WHOSE TANGENT BEARS NORTH 19°41'30" WEST FOR 123.29 FEET THROUGH AN ARC OF 41°18'30";

THENCE NORTH 61°04'00" WEST FOR 240.75 FEET;

THENCE NORTH 49°59'00" WEST FOR 99.70 FEET;

THENCE SOUTH 89°44'15" WEST FOR 262.90 FEET TO A BRASS CAP CONCRETE MONUMENT;

THENCE SOUTH 00°04'30" EAST FOR 1241.10 FEET TO A 3/4 INCH IRON PIPE;

THENCE NORTH 89°44'00" EAST FOR 625.40 FEET TO THE TRUE POINT OF BEGINNING.

TOGETHER WITH THAT PART OF THE EAST HALF OF THE EAST HALF OF THE SOUTHEAST QUARTER OF SECTION 8, TOWNSHIP 22 NORTH, RANGE 21, E.W.M., DOUGLAS COUNTY, WASHINGTON, LYING NORTHERLY OF THE FOLLOWING DESCRIBED LINE:

COMMENCE AT THE SOUTHEAST CORNER OF SAID SECTION;

THENCE ON AN ASSUMED BEARING NORTH 00°04'00" WEST ALONG THE EAST LINE OF SAID SECTION FOR 2040.57 FEET AND THE TRUE POINT OF BEGINNING OF SAID DESCRIBED LINE;

THENCE SOUTH 89°44'00" WEST FOR 30.00 FEET;

THENCE ON A 171.0 FOOT RADIUS CURVE TO THE LEFT, WHOSE TANGENT BEARS NORTH 19°41'30" WEST FOR 123.29 FEET THROUGH AN ARC OF 41°18'30";

THENCE NORTH 61°04'00" WEST FOR 240.75 FEET;

THENCE NORTH 49°59'00" WEST FOR 99.70 FEET;

THENCE SOUTH 89°44'15" WEST FOR 262.90 FEET TO A BRASS CAP CONCRETE MONUMENT AT THE END OF SAID SURVEY LINE;

EXCEPT THAT PORTION, IF ANY, LYING IN THE NORTH HALF OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 8;

ALSO EXCEPT RIGHT OF WAY FOR ACCESS ROAD AS MORE FULLY SET FORTH BY INSTRUMENT RECORDED DECEMBER 9, 1960, UNDER AUDITOR'S NO. 132697;

ALSO EXCEPT THE SOUTH 290.00 FEET OF THE WEST 345.00 FEET OF THE EAST 375.00 FEET OF THE EAST HALF OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 8, TOWNSHIP 22 NORTH, RANGE 21 EAST, WILLAMETTE MERIDIAN, DOUGLAS COUNTY, WASHINGTON;

ALSO EXCEPT THAT PORTION OF THE EAST HALF OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 8, TOWNSHIP 22 NORTH, RANGE 21 EAST, WILLAMETTE MERIDIAN, DOUGLAS COUNTY, WASHINGTON, LYING WITHIN PARCEL A OF DOUGLAS COUNTY BLA 11-13 RECORDED UNDER AUDITOR'S FILE NO. 3154308;

ALSO EXCEPT ANY PORTION CONVEYED IN DEED RECORDED JULY 22, 2014 UNDER AUDITOR'S FILE NO. 3179533;

ALSO EXCEPT ANY PORTION DESCRIBED IN DEED RECORDED UNDER AUDITOR'S FILE NO. 106775 AS DISCLOSED ON DOUGLAS COUNTY ASSESSOR'S MAP.

ALSO KNOWN AS A PORTION OF PARCEL A OF BOUNDARY LINE ADJUSTMENT 2011-13 RECORDED ON SEPTEMBER 13, 2011 AS RECORDING NO. 3154308, IN THE OFFICIAL RECORDS OF DOUGLAS COUNTY, WASHINGTON.

EAST WENATCHEE, WASHINGTON 98802

## EXHIBIT B

### PERMITTED EXCEPTIONS

1. Any and all Exceptions approved, waived, or deemed waived by Buyer pursuant to Section 5.C. shall be deemed Permitted Exceptions.
2. Such other Exceptions as may be approved by Buyer in writing, in its sole discretion, or which may have been placed of record with the prior written consent of Buyer shall also be deemed Permitted Exceptions.
3. (A) Unpatented mining claims; (B) Reservations or exceptions in patents or in Acts authorizing the issuance thereof; (C) Water rights, claims or title to water; whether or not the matters excepted under (A), (B) or (C) are shown by the public records; (D) Indian Tribal Codes or Regulations, Indian Treaty or Aboriginal Rights, including easements or equitable servitudes.
4. Taxes which may be assessed and extended on any subsequent roll for the tax year 2020, with respect to new improvements and the first occupancy which may be included on the regular assessment roll and which are an accruing lien not yet due or payable.
5. Intentionally Omitted.
6. Easement, including terms and provisions contained therein:  
In Favor Of: Public Utility District 1 of Douglas County  
Purpose: Electric transmission and/or distribution system  
Recorded: October 30, 1962  
Recording No.: 136901
7. Easement, including terms and provisions contained therein:  
In Favor Of: Public Utility District 1 of Douglas County  
Purpose: Electric transmission and/or distribution system  
Recorded: March 26, 1986  
Recording No.: 229976 and 229977
8. Easement, including terms and provisions contained therein:  
In Favor Of: Public Utility District 1 of Douglas County  
Purpose: Electric transmission and/or distribution system  
Recorded: August 15, 1984 and September 12, 1984  
Recording No.: 226806 and 227130
9. Terms, covenants, conditions, restrictions, easements, boundary discrepancies and encroachments as contained in recorded Lot Line Adjustment (Boundary Line Revisions):  
Recorded: September 13, 2011  
Recording Information: 3154308
10. Covenant to bear the cost of construction, maintenance or repair of Access & utilities, easement for which was granted over other lands by instrument:  
Recorded: July 22, 2014  
Recording Information: 3179532
11. Conditions, notes, easements, provisions and/or encroachments contained or delineated on the face of the Survey recorded under Recording No. 3192338.

12. Rights and liabilities under customary agreement for water right in Greater Wenatchee Irrigation District, including the restriction of the use of said water to irrigation, stock and domestic purposes, the granting of an easement for lateral ditches and pipelines used in connection therewith, and the creation of a lien upon the land for assessments therein.

13. Rights and liabilities under customary agreement for water right in Wenatchee Reclamation Irrigation District, including the restriction of the use of said water to irrigation, stock and domestic purposes, the granting of an easement for lateral ditches and pipelines used in connection therewith, and the creation of a lien upon the land for assessments therein.

14. Any facts, rights, interests or claims that may exist or arise by reason of the following matters disclosed by an ALTA/NSPS survey made by Terramark for The Matthews Company Inc. on September 23, 2020 last revised October 1, 2020, designated 20-09-01-11001:

(A) The property appears to gain access over a gravel road east of the property. Access rights are uncertain, as said gravel road belongs to Jones per 1949 Deed AFN 106775, according to the Douglas County Assessor Map.

## 2023 CDRPA Calendar of Events

### OCTOBER 2023

Date:	Time:	Event:	Location:	Attending:
24-Oct	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
24-26 Oct	All Day	Infrastructure Assistance Coordinating Council Conference	Wenatchee Convention Center	Commissioner Baldwin
24-26 Oct	All Day	WSCAA Annual Conference - WAMA	Icicle Village Resort - Leavenworth	Commissioner Baldwin & Moyers
26-Oct	2:30pm-3:30pm	Regional Sports Complex - Phase I Report	CTC	Commissioner Huffman, de Mestre & Lammert
26-27 Oct	All Day	Small Ports Seminar	Campbell's Resort	Commissioners Etherington, Baldwin and Huffman; Kuntz, Lough & Deenik

### NOVEMBER 2023

Date:	Time:	Event:	Location:	Attending:
7-Nov	10:00am-4:00pm	CDRPA Board Retreat	Residence Inn	Board of Directors; Staff
9-Nov	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioner DeRock
14-Nov	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
21-Nov	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
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

### DECEMBER 2023

Date:	Time:	Event:	Location:	Attending:
5-8 Dec	All Day	WPPA 2023 Annual Meeting	Hilton: Vancouver	Commissioners Baldwin, Spurgeon & DeRock; Kuntz, Lough and de Mestre
8-Dec	2:30pm	Community Leadership Program Presentation	Executive Flight	Jim Kuntz
12-Dec	9:00am	Cancelled: CDRPA Board Meeting	CTC	Board of Directors; Staff
3-Dec	2:30pm-4:00pm	Douglas County Community Leadership Advisory Group	Executive Flight	Commissioner DeRock, Commissioner Huffman and Kuntz; Advisory Group members
14-Dec	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioner DeRock
19-Dec	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
19-Dec	9:00am	CDRPA Special Meeting	CTC	Board of Directors; Staff
25-Dec	All Day	Christmas - Office Closed	All Offices	CDRPA Staff
26-Dec	9:00am	Cancelled: CDRPA Board Meeting	CTC	Board of Directors; Staff
26-Dec	All Day	Christmas - Office Closed	All Offices	CDRPA Staff