

**Chelan Douglas Regional Port Authority
Meeting Agenda
December 14th, 2021
9:00 am**

In order to maximize social distancing related to COVID-19, the meeting will be held at the CTC and remotely using Zoom Virtual Conference.

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 Chelan Douglas Regional Port Authority Minutes of November 22nd, 2021 Meeting; Minutes of November 30th, 2021 Tri Commission Meeting; and Check Register Pages #2021-39-#2021-41, including Electronic Transfers

V. ACTION ITEMS

1. CDRPA Resolution No. 2021-25 Approving 2022 Board Meeting Schedule
2. POCC Resolution No. 2021-08 Approving 2022 Board Meeting Schedule
3. PODC Resolution No. 2021-06 Approving 2022 Board Meeting Schedule
4. CDRPA Resolution No. 2021-24 Proposed 2022 CEO Delegation of Authority
5. Authorization to Enter into Purchase & Sale Agreement with Christopher Lytle – Property Adjacent to Pangborn Airport
6. Lytle Property – Ownership Allocation Memo
7. Torres Property – Ownership Allocation memo

VI. CDRPA INFORMATIONAL ITEMS (Board may take action on any items listed)

8. Update on Aviation Ramp Glycol System & MALSR Timeline (9:15 am)
9. Terminal Building Parking Lot Activity Report
10. Chelan Airport Update – Mayor Bob Goedde (10:00 am)

VII. MISCELLANEOUS STAFF REPORTS

- CEO
- Director of Finance & Administration
- Director of Airports
- Director of Economic & Business Development
- Public Works & Capital Projects Manager
- Property & Maintenance Manager
- CTC Manager

VIII. PUBLIC COMMENT

IX. REVIEW CALENDAR OF EVENTS

X. ITEMS FROM BOARD OF DIRECTORS

XI. 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))

XII. OPTIONAL TOUR – Streamline Products Warehouse – Lineage South

XIII. 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
Special Meeting Minutes
November 22nd, 2021
9:00 am**

Present:

Directors

JC Baldwin, Director (Zoom)
Rory Turner, Director
Donn Etherington, Director

Jim Huffman, Director
W. Alan Loebsock, Director
Mark Spurgeon, Director

Staff

Jim Kuntz, Chief Executive Officer
Trent Moyers, Director of Airports
Ron Cridlebaugh, Dir. of Economic Dev.
Stacie de Mestre, Capital Projects Manager
Tricia Degnan, CTC Manager (Zoom)
Sarah Deenik, Communications Specialist (Zoom)
Laura Camarillo Reyes, Admin. Assistant (Zoom)

Monica Lough, Dir. of Finance & Admin.
Ron Russ, Property Manager
Craig Larsen, Economic Dev. Manager
Quentin Batjer, Legal Counsel
Cami Harris, Executive Assistant
Bealinda Tidd, Accounting Specialist (Zoom)

Guests:

Senator Brad Hawkins
Representative Keith Goehner (Zoom)

Mayor Bob Goedde, City of Chelan (Zoom)
Blake McClimon (Zoom)

The Chelan Douglas Regional Port Authority (CDRPA) Special Meeting was called to order at 9:00 am.

Introductions were made.

Conflict of Interest: None

CDRPA CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of November 9th, 2021 Commission Meeting; & October 2021 Commission Calendar, was presented and the following action was taken:

Motion No.

Moved by:

Seconded by:

11-05-21 CDRPA

Rory Turner

Jim Huffman

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of November 9th, 2021 Commission Meeting; & October 2021 Commission Calendar, as presented.

Motion passed 6-0

PUBLIC HEARINGS:

As required by RCW 53.35.020, Public Hearing notices were published on November 2nd and November 9th, 2021 in the Wenatchee World.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY PROPOSED 2021 SUPPLEMENTAL BUDGET – PUBLIC HEARING

Commissioner Loeb sack opened the public hearing at 9:08 am and an opportunity for public comment was provided; however, no public comments were received. Commissioner Loeb sack closed the public hearing at 9:08 am.

PORT OF CHELAN COUNTY PROPOSED 2022 BUDGET – PUBLIC HEARING

Commissioner Turner opened the public hearing at 9:09 am and an opportunity for public comment was provided; however, no public comments were received. Commissioner Turner closed the public hearing at 9:09 am.

PORT OF DOUGLAS COUNTY PROPOSED 2022 BUDGET – PUBLIC HEARING

Commissioner Spurgeon opened the public hearing at 9:10 am and an opportunity for public comment was provided; however, no public comments were received. Commissioner Spurgeon closed the public hearing at 9:10 am.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY PROPOSED 2022 BUDGET – PUBLIC HEARING

Commissioner Loeb sack opened the public hearing at 9:11 am and an opportunity for public comment was provided; however, no public comments were received. Commissioner Loeb sack closed the public hearing at 9:11 am.

ACTION ITEMS:

PORT OF CHELAN COUNTY ACTION ITEMS:

Adoption of Port of Chelan County 2022 Tax Levy – Lough provided information on the Port of Chelan County Tax Levy for 2022. Discussions ensued and the following actions were taken:

Motion No.
Moved by:
Seconded by:

11-06-21 POCC
Donn Etherington
JC Baldwin
To adopt POCC Resolution No. 2021-05 Setting the 2022 Levy Limit and banking said Levy amount.

Motion passed 3-0.

Motion No.
Moved by:
Seconded by:

11-07-21 POCC
Donn Etherington
JC Baldwin
To adopt POCC Resolution No. 2021-06 Authorizing a 1% Levy Increase for 2022 subject to said Levy Limit being banked.

Motion passed 3-0.

Motion No.
Moved by:
Seconded by:

11-08-21 POCC
Donn Etherington
JC Baldwin
To authorize the Executive Director to sign and submit the 2022 Levy Certification.

Motion passed 3-0.

Adoption of Port of Chelan County 2022 Budget – Lough presented the proposed Port of Chelan County Budget for 2022. Discussions ensued and the following actions were taken:

Motion No. **11-09-21 POCC**
Moved by: Donn Etherington
Seconded by: JC Baldwin
To adopt POCC Resolution No. 2021-07 Approving the Port of Chelan County 2022 Final Budget.

Motion passed 3-0.

PORT OF DOUGLAS COUNTY ACTION ITEMS:

Adoption of Port of Douglas County 2022 Tax Levy – Lough provided information on the Port of Douglas County Tax Levy for 2022. Discussions ensued and the following actions were taken:

Motion No. **11-10-21 PODC**
Moved by: W. Alan Loepsack
Seconded by: Jim Huffman
To adopt PODC Resolution No. 2021-03 Setting the 2022 Levy Limit and Banking said Levy Amount.

Motion passed 3-0.

Motion No. **11-11-21 PODC**
Moved by: W. Alan Loepsack
Seconded by: Jim Huffman
To adopt PODC Resolution No. 2021-04 Authorizing a 1% Levy Increase for 2022 Subject to said Levy being Banked.

Motion passed 3-0.

Motion No. **11-12-21 PODC**
Moved by: Jim Huffman
Seconded by: W. Alan Loepsack
To authorize the Executive Director to Sign and Submit the 2022 Levy Certification.

Motion passed 3-0.

Adoption of Port of Douglas County 2022 Budget – Lough presented the proposed Port of Douglas County Budget for 2022. Discussions ensued and the following actions were taken:

Motion No. **11-13-21 PODC**
Moved by: W. Alan Loepsack
Seconded by: Jim Huffman
To adopt PODC Resolution No. 2021-05 Approving the Port of Douglas County 2022 Final Budget.

Motion passed 3-0.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

CDRPA Resolution No. 2021-21 Adopting Chelan Douglas Regional Port Authority 2021 Supplemental Budget – Lough presented the proposed Chelan Douglas Regional Port Authority Supplemental Budget for 2021. Discussion ensued and the following action was taken:

Motion No.	11-14-21 CDRPA
Moved by:	Mark Spurgeon
Seconded by:	Jim Huffman
	To adopt CDRPA Resolution No. 2021-21 Approving the 2021 Supplemental Budget.

Motion passed 6-0.

CDRPA Resolution No. 2021-22 Adopting Chelan Douglas Regional Port Authority 2022 Final Budget – Lough presented the proposed Chelan Douglas Regional Port Authority Final Budget for 2022. Discussion ensued and the following action was taken:

Motion No.	11-15-21 CDRPA
Moved by:	Rory Turner
Seconded by:	Mark Spurgeon
	To adopt CDRPA Resolution No. 2021-22 Approving the 2022 Final Budget.

Motion passed 6-0.

CDRPA 2022 Rates & Charges – Kuntz reviewed the proposed 2022 Rates & Charges for Regional Port properties noting some highlights and changes over prior year. Discussion ensued and the following action was taken:

Motion No.	11-16-21 CDRPA
Moved by:	Jim Huffman
Seconded by:	Mark Spurgeon
	To adopt CDRPA Resolution No. 2021-23 Setting 2022 CDRPA Rates & Charges.

Motion passed 6-0.

Malaga Site Due Diligence – de Mestre reported one Statement of Qualifications was received in response to the Regional Port’s RFQ – Site Due Diligence. The submitting firm, Environmental Systems Design, met all the requirements, and subsequently submitted a price proposal. Staff requested approval to issue Environmental Systems Design a Professional Services Agreement for the Malaga Site Due Diligence, in an amount not to exceed \$189,085. The following action was taken:

Motion No.	11-17-21 CDRPA
Moved by:	Rory Turner
Seconded by:	Jim Huffman
	To authorize the CEO to sign a Professional Services Agreement with Environmental Systems Design for Malaga Property Site Due Diligence in an amount not to exceed \$189,085.

Motion passed 6-0.

Meeting was reordered to provide an opportunity for public comment.

PUBLIC COMMENT: An opportunity for public comment was provided; and the following public comments were made:

Senator Brad Hawkins and Representative Keith Goehner provided comments on the Washington State Redistricting Commission’s proposed Legislative District maps. The Commission was unable to adopt a Districting Plan by the November 15th, 2021 deadline. The Washington Supreme Court now has until April 30th, 2022 to decide on the new Districting Plan. Senator Hawkins and Representative Goehner encouraged the Regional Port to draft a brief or letter to the Court requesting Chelan & Douglas Counties remain in the 12th Legislative District.

Director Loeb sack called for a 5-minute break at 10:45 am; meeting reconvened at 10:50 am.

ACTION ITEMS CONTINUED:

Cashmere Mill Site Wetlands Improvements – Beaver Mitigation Project – Kuntz reported during the final walkthrough of the recent Beaver Pond Leveler Installation Project, Olin Excavation and Regional Port staff located an additional beaver dam. Staff requested authorization to sign a change order with Olin Excavation increasing the overall project budget by \$2,500. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

11-18-21 CDRPA
Mark Spurgeon
Rory Turner

To authorize the CEO to sign a Change Order with Olin Excavation and to increase the overall Cashmere Mill Site Wetland Improvement Project Budget by \$2,500.

Motion passed 6-0.

Final Design & Bidding Services – MALSR Project Pangborn Airport - Kuntz provided an update on the MALSR Project including status of land acquisition. The MALSR Project is included in the 2022 Capital Budget. Staff requested approval to proceed with the Final Design & Bidding phase of the project. Discussion ensued on the proposed schedule for the project including the delivery of the lighting equipment, and flight check procedures. The Board expressed concern with the proposed schedule and ask that it be modified for the project to be completed in the fall of 2022. The following action was taken:

Motion No.
Moved by:
Seconded by:

11-19-21 CDRPA
Donn Etherington
Mark Spurgeon

To authorize the CEO to sign Task Order 21-03 with T.O. Engineers for Final Design & Bidding Services for the MALSR Project in the amount of \$119,700, with Board proposed schedule modifications as discussed.

Motion passed 6-0.

MISC STAFF REPORTS:

Kuntz provided information and updates including:

- Discussion on proposed 2022 WPPA membership dues.
- Reviewed upcoming WPPA meeting schedule.
- Received Actapio Lease Termination Settlement funds in the amount of \$1.9 million.
- Recently toured a Kidder Matthews real estate agent through various Regional Port properties including the Actapio space at the CTC. Staff will draft a proposed RFQ to contract with a real estate consultant to market the Actapio space. More information will be brought to the Board at an upcoming meeting.
- Update on Marson & Marson Lumber. They have interest in leasing a 3.19 acre parcel from the Regional Port for a laydown yard near their new building.
- Reported Airport Maintenance/ARFF employee Jorge Ramos will be leaving the Regional Port for a firefighter position with Douglas County Fire District No. 2.
- Update on potential tenant for the 3306 Building; the company found an alternative location in the private sector.
- Reviewed a proposed Regional Port Vaccination Policy. More information will be brought to the Board at an upcoming meeting.
- Meeting with Representative Mike Steele in Chelan tomorrow.

Lough provided information and updates including:

- Reminded Commissioners to provide proof of COVID-19 vaccination to WPPA prior to the Annual Meeting; and to submit payment for spouse/guest attendance at WPPA sponsored events to the Regional Port prior to attendance.
- Announced COVID-19 booster shots can now be scheduled with Confluence Health.

Moyers provided information and updates including:

- New FBO General Manager position has been posted on the website and other various outlets.
- Discussion on Waterville Airport Lighting Project (LED vs. solar lights).
- Amended Douglas County Fire District No. 2 contract goes into effect December 1st.
- Update on the new TSA Explosive Device Detection System installation timeline.
- New Virtower systems will be installed at Chelan, Waterville, and Mansfield Airports in December.

de Mestre provided information and updates including:

- Provided a PUD 5th Street Campus Marketing update; the campus will be marketed as a single property vs. breaking it up into smaller pieces.
- Discussion on CTC surplus equipment.
- Announced Pybus recently hired Travis Hornby as their new General Manager.

Larsen provided information and updates including:

- Update on Pybus Incubator Space tenant.

REVIEW CALENDAR OF EVENTS: Did not review.

ITEMS FROM BOARD OF DIRECTORS: None.

Meeting adjourned at 12:45 pm.

Signed and dated this 14th day of December, 2021.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director

Rory Turner, Director

W. Alan Loeb sack, Director

**Tri-Commission Meeting
Special Meeting Minutes
Confluence Technology Center and Zoom Virtual Conference
November 30th, 2021 1:00 pm**

Present:	Chelan Douglas Regional Port Authority JC Baldwin, Commissioner Mark Spurgeon, Commissioner Jim Kuntz, CEO Ron Cridlebaugh, Dir. of Econ. Dev. Cami Harris, Executive Assistant	Chelan County PUD Randy Smith, Commissioner Dennis Bolz, Commissioner Ann Congdon, Commissioner Steve McKenna, Commissioner Garry Arsenault, Commissioner Steve Wright, General Manager Justin Erickson, Managing Director Dist. Svcs. Kirk Hudson, Incoming General Manager Rachel Hansen, Sr. Communications Strategist Bob Shane, Telecom & Fiber Manager Rebekah Neumann, Clerk of the Board Shaun Seaman, Gov't & External Affairs Teka Sellers, Customer Outreach
	Chelan County Kevin Overbay, Commissioner Bob Bugert, Commissioner Tiffany Gehring, Commissioner Sasha Sleiman, Housing Program Coord.	Representative Keith Goehner Jim Fletcher, City of Cashmere Jerrilea Crawford, City of East Wenatchee
	Elected Officials Senator Brad Hawkins Bob Goedde, City of Chelan Carl Florea, City of Leavenworth	
	Guests Laura Merrill, City of Wenatchee Jason Taylor, Cherry Creek Radio Renee Swearingan, Entiat Chamber	Mitchell Roland, Wenatchee World Jerri Barkley, Wen. Valley Chamber of Commerce Steve Wilkinson, Chelan Valley Housing Trust

The Tri Commission Meeting and respective Special Commission Meetings were called to order and/or reconvened at 1:00 pm. The Pledge of Allegiance was conducted and roll call was taken. Justin Erickson, Chelan County PUD, facilitated the meeting.

2022 LEGISLATIVE SESSION PERSPECTIVES – Senator Brad Hawkins and Representative Keith Goehner provided perspectives on the upcoming 2022 Legislative Session. They also provided an update on the recent Redistricting Commission Legislative maps.

2022 TRI COMMISSION LEGISLATIVE PRIORITIES –

- **Public Works Board/Trust Fund** – Commissioner Baldwin provided an update on Public Works Board/Trust Fund.
- **Fiber Buildout & Funding** – Bob Shane provided an update on fiber buildout and funding.
- **Regional Infrastructure** – Jim Kuntz provided an update on the water line extension in Malaga.

TRI-COMMISSION UPDATES:

- **Chelan County PUD Commission**
 - Public Power Benefits Program
 - Low Income Housing
 - Substation Update
- **Chelan Douglas Regional Port Authority**
 - PUD 5th Street Campus Marketing Update
 - Pangborn Airport - Various Updates on Capital Projects and Air Service
 - Malaga Update

- **Chelan County**
 - Housing Trust Update
 - Broadband Action Team Discussion

CHELAN COUNTY MAYORS UPDATE –Chelan County Mayors/staff provided updates and information.

OPPORTUNITY FOR PUBLIC COMMENT: No comments were made.

COMMISSIONER COMMENTS: No comments were made.

The Tri Commission Meeting and respective Special Commission Meetings adjourned at 2:45 pm.

Signed and dated this 14th day of December, 2021.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

JC Baldwin, Director

Not in Attendance
Jim Huffman, Director

Not in Attendance
Rory Turner, Director

Mark Spurgeon, Director

Not in Attendance
Donn Etherington, Director

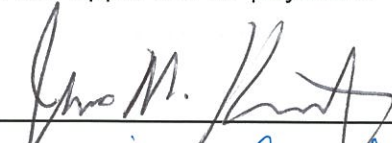
Not in Attendance
W. Alan Loeb sack, Director

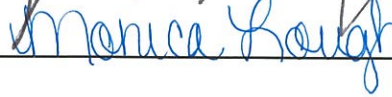
**Chelan Douglas Regional Port Authority
Check Register Listing
2021-November**

Date Issued	Register #	Reason	First #	Last #	Amount
11/02/21		WA Dept of Revenue - 3Q Leasehold Tax		ACH	\$93,455.02
11/15/21		Payroll Mid-month Draws		ACH	\$2,300.00
11/15/21	2021-39	Mid-Month Payables	8954	9034	\$309,820.49
11/30/21		WA Dept of Revenue - Sales Tax		ACH	\$7,088.48
11/30/21	2021-40	November 2021 Payroll	9035	9037	\$223,226.41
11/30/21	2021-41	Month-end Payables	9038	9086	\$264,663.63

Transactions for approval December 14, 2021 total: \$900,554.03

We, the undersigned Directors of the Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify the merchandise or services hereinafter have been received and that the checks listed above are approved for payment.

Chief Executive Officer 

Dir of Finance & Admin. 

Director Baldwin _____

Director Etherington _____

Director Huffman _____

Director Loeb sack _____

Director Spurgeon _____

Director Turner _____

**Chelan Douglas Regional Port Authority
Check Register
2021-39**

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval November 15, 2021 checks 8954 - 9034 in the amount of

\$ 309,820.49

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
<u>CASHMERE MILL DISTRICT</u>				
11/15/2021	Chelan County PUD	Electricity	8973	1,188.26
11/15/2021	City of Cashmere	Water/Sewer/Irrigation	8975	560.07
11/15/2021	Waste Management	Waste Disposal	9029	405.24
	Net Cashmere Mill District			<u>2,153.57</u>
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
11/15/2021	Banner Bank	Advertising, Office & Maintenance Supplies	8966	341.28
11/15/2021	Chelan County PUD	Electricity/Water	8973	8,888.76
11/15/2021	City of Wenatchee	Wastewater, Sewer & Storm Drain	8976	591.79
11/15/2021	Consolidated Electrical Distributors, Inc	Maintenance Supplies	8978	794.14
11/15/2021	Crown Paper & Janitorial Supply	Custodial Supplies	8979	500.94
11/15/2021	Express Services, Inc.	Temp Admin Assist	8982	592.92
11/15/2021	Firefly	Microsoft Apps for Enterprise	8985	70.62
11/15/2021	GFC Services	Janitorial Cleaning/Room Set-Up	8988	5,104.92
11/15/2021	Home Depot Pro	Window locks	9034	12.99
11/15/2021	Johnson Controls	Bldg Mgmt System	8995	934.86
11/15/2021	Kelley Imaging Systems, Inc.	Copier Service	8996	168.34
11/15/2021	Keyhole Security Inc.	Replace Mail Box Key	8997	4.24
11/15/2021	Local Tel Communications	Alarm Keypad/Phone Services	9001	773.98
11/15/2021	Lowe's	Office & Landscape Supplies	9002	82.05
11/15/2021	North Central ESD	October 2021 Services	9006	4,339.50
11/15/2021	Oxarc Inc.	Service Frie Extinguishers	9009	297.56
11/15/2021	Pacific Power Batteries	Maint. Supplies/Fire Suppression	9010	225.17
11/15/2021	Pacific Security	Patrol Service - October 2021	9011	362.82
11/15/2021	Stemilt Organic Recycling Center	Landscaping Waste	9021	18.00
11/15/2021	Waste Management	Waste Disposal	9029	1,479.47
11/15/2021	Zoom Video Communications, Inc	Zoom Renewal	9033	4,547.78
	Net Confluence Technology Center			<u>30,132.13</u>
<u>DOWNTOWN WENATCHEE SOUTH</u>				
11/15/2021	Chelan County PUD	Electricity	8973	876.29
11/15/2021	City of Wenatchee	Water/Sewer	8976	731.87
11/15/2021	Graybeal Signs, Inc.	Signage	8990	695.04
11/15/2021	Home Depot Pro	Bath fan and duct connector	9034	100.80
11/15/2021	Keyhole Security Inc.	Comm'l Rekey and Duplicate Keys	8997	508.74
11/15/2021	Schmitt Electric, Inc	Lighting Warehouse-Kittitas/Yakima St	9018	7,048.50
	Net Downtown Wenatchee South			<u>9,961.24</u>

**Chelan Douglas Regional Port Authority
Check Register
2021-39**

OLDS STATION BUSINESS PARK

11/15/2021	City of Wenatchee	Sewer & Storm Drain	8976	692.08
11/15/2021	Graybeal Signs, Inc.	Signage	8990	757.49
11/15/2021	Valley Tractor & Equipment, Inc.	Equipment Maintenance	9024	178.66
11/15/2021	Waste Management	Waste Disposal	9029	134.45
	Net Olds Station Business Park			\$1,762.68

PANGBORN AIRPORT

11/15/2021	Ag Supply Co.	Maintenance Supplies & Fuel	8954	2,512.48
11/15/2021	Avfuel Corp	Jet Fuel & Refueler Shipment	8958	32,003.77
11/15/2021	Banner Bank	Transportation Security Clearing House deposit	8962	300.00
11/15/2021	Banner Bank	B&H Photo - Proximity Card Reader	8964	263.56
11/15/2021	Banner Bank	Terminal, Airfield, Vehicle & Equipment Maint	8967	1,627.64
11/15/2021	Banner Bank	Monthly Subscriptions & Services, Tools & Equip	8968	1,848.58
11/15/2021	Cintas Corporation	Uniforms	8974	78.91
11/15/2021	Douglas County PUD	Airfield & Terminal Electricity	8981	2,179.00
11/15/2021	Ferguson Enterprises, Inc.	Terminal Maintenance	8984	437.58
11/15/2021	Firefly	IT Svcs & Shadow Protect Server Renewal	8985	569.15
11/15/2021	FlashParking, Inc.	FlashPARCS Monthly Service	8986	21.22
11/15/2021	Go USA, Inc.	Workshirts w/ Fire logo for Airport Techs	8989	1,062.08
11/15/2021	Home Depot Pro	Janitorial Supplies, Tools	9034	1,994.03
11/15/2021	Les Schwab Tire Center	Front & Rear Tires for John Deere Tractor	9000	2,996.35
11/15/2021	Lowe's	Airfield & Equipment Maintenance Supplies	9002	242.32
11/15/2021	Norco Inc	T-Nitrogen	9005	96.97
11/15/2021	OmniPark, Inc	Monthly Service	9008	366.05
11/15/2021	Oxarc Inc.	Cylinder Rental & Annual Fire Exting Inspection	9009	900.87
11/15/2021	RH2 Engineering, Inc.	BLA Engineering	9014	3,125.09
11/15/2021	United Rotary Brush Corporation	Airfield Maintenance	9023	4,445.93
11/15/2021	Voltaire Aviation Inc	Air Service Development Retainer - Nov 2021	9026	4,000.00
11/15/2021	Waste Management	Waste Disposal	9029	846.34
	Net Pangborn Airport			\$61,917.92

PANGBORN AIRPORT BUSINESS PARK

11/15/2021	Douglas County PUD	Electricity	8981	1,137.00
11/15/2021	Harvest Valley Pest Control, Inc.	Bimonthly Pest Control	8991	115.88
11/15/2021	Lowe's	Building Maintenance	9002	1,450.15
11/15/2021	Oxarc Inc.	Cylinder Maintenance	9009	193.71
11/15/2021	Peaceful Retreat Yard Care & Landscaping	Grounds Maintenance - October 2021	9012	2,301.38
11/15/2021	Stan's Merry Mart	Building Maintenance	9020	1,303.16
11/15/2021	York Building Services, Inc.	Janitorial Services	9032	1,535.00
	Net Pangborn Airport Business Park			\$8,036.28

RPA OFFICE/AVIATION CENTER

11/15/2021	Ag Supply Co.	Maintenance Supplies	8954	9.31
11/15/2021	Douglas County PUD	Electricity	8981	782.00
11/15/2021	Rosales Landscaping Inc.	Landscaping	9017	2,005.40
11/15/2021	Waste Management	Waste Disposal	9029	351.91
	Net RPA Office/Aviation Center			\$3,148.62

LAKE CHELAN AIRPORT

11/15/2021	Chelan County PUD	Electricity	8973	23.39
11/15/2021	Vita Green LLC	Fall System Blowout/Landscape Service	9025	578.32
	Net Lake Chelan Airport			\$601.71

**Chelan Douglas Regional Port Authority
Check Register
2021-39**

MANSFIELD AIRPORT

11/15/2021	Banner Bank	Maintenance Supplies	8967	39.82
11/15/2021	Douglas County PUD	Electricity	8981	48.00
11/15/2021	Schmitt Electric, Inc	Maintenance Supplies	9018	686.73
	Net Mansfield Airport			\$774.55

ORONDO RIVER PARK

11/15/2021	Peaceful Retreat Yard Care & Landscaping	Grounds Maintenance - October 2021	9012	2,682.19
11/15/2021	Waste Management	Waste Disposal	9029	24.00
	Net Orondo River Park			\$2,706.19

PYBUS INCUBATOR

11/15/2021	Chelan County PUD	Electricity	8973	70.34
	Net Pybus Incubator			\$70.34

PESHASTIN PROPERTY

11/15/2021	Apple Valley Pumping Service	Portable Toilet Rental	8957	90.00
	Net Peshastin Property			\$90.00

ADMINISTRATIVE & GENERAL

11/15/2021	Alan Loeb sack	Mileage	8955	62.94
11/15/2021	Banner Bank	CBDL Annual Meeting	8959	25.00
11/15/2021	Banner Bank	Lunch meeting	8961	75.98
11/15/2021	Banner Bank	Subscriptions, Office Supplies, IT Services	8962	1,244.38
11/15/2021	Banner Bank	The Seattle Time - monthly service	8965	15.96
11/15/2021	Banner Bank	Alderbrook Conf & FBO Mgr Mtg	8968	748.76
11/15/2021	Berger Partnership	Landscape Architectural Svce	8969	3,300.00
11/15/2021	Cascade Loop Association	Basic Membership	8971	249.00
11/15/2021	Coleman Oil Company	Fuel for Port Truck	8977	109.84
11/15/2021	Donn Etherington	Mileage	8980	106.74
11/15/2021	FedEx	Postage	8983	54.78
11/15/2021	Firefly	IT Managed Services	8985	195.96
11/15/2021	J. C. Baldwin	Mileage	8993	132.72
11/15/2021	Local Tel Communications	Mitel Install Svc, 10 digit dialing, Change Ext Name	9001	49.82
11/15/2021	Mark M. Spurgeon	Mileage	9003	34.83
11/15/2021	Monica Lough	Mileage	9004	73.36
11/15/2021	Office Depot	Office Supplies	9007	765.80
11/15/2021	ProEquities, Inc.	Investment Mgmt, Qtr 3	9013	2,475.00
11/15/2021	RH2 Engineering, Inc.	Engineering Services	9014	6,072.95
11/15/2021	Rory Turner	Mileage	9016	122.08
11/15/2021	Warm Springs Inn & Winery	Annual Board Retreat	9027	1,517.47
11/15/2021	Washington Public Ports Association	Small Ports Seminar Registration	9028	100.00
11/15/2021	Wenatchee World	Legal Notice - A&E Services	9030	58.26
11/15/2021	Xerox Corporation	Monthly Service	9031	247.36
	Net Administrative & General			\$17,838.99

BUSINESS DEVELOPMENT & MARKETING

11/15/2021	Banner Bank	Promotional Hosting	8960	128.60
11/15/2021	Banner Bank	Promotional Hosting	8961	30.66
11/15/2021	Banner Bank	Marketing Supplies	8962	229.74
11/15/2021	Banner Bank	Marketing Services	8963	335.56
11/15/2021	Laura Camarillo Reyes	Logo Wear	8999	185.19
11/15/2021	Monica Lough	Logo Wear	9004	96.24
11/15/2021	Wenatchee World	Legal Advertising	9030	404.76
	Net Business Development & Marketing			\$1,410.75

**Chelan Douglas Regional Port Authority
Check Register
2021-39**

ECONOMIC DEV CONTR - NONPROFITS

11/15/2021	Cascade Foothills Farmland Association	Economic Development Contract	8970	6,277.64
11/15/2021	Lake Chelan Wine Alliance	Economic Development Contract	8998	2,500.00
	Net Economic Dev Contr - Nonprofits			\$8,777.64

City of East Wenatchee CDBG

11/15/2021	Scott Rods	CDBG Grant	9019	5,000.00
	Net City of East Wenatchee CDBG			\$5,000.00

CAPITAL PROJECTS

11/15/2021	Apple City Electric	OSBP - IB#2 Parking	8956	5,973.00
11/15/2021	Banner Bank	Brownsfields Costs	8962	74.00
11/15/2021	Central Washington Asphalt, Inc.	IB#2 - Asphalt Repair	8972	107,948.51
11/15/2021	GeoEngineers Inc	Cashmere Mill Site Geotech Services	8987	38,769.33
11/15/2021	RH2 Engineering, Inc.	Exec Flight Building - Trench Drain	9014	1,170.55
11/15/2021	Ridgeline Graphics, Inc	Printing Svce for Lineage Reuse Study	9015	27.70
11/15/2021	The Spokesman-Review	Legal Notice - Commercial Apron	9022	1,474.79
	Net Capital Projects			\$155,437.88

TOTAL

\$309,820.49

Void: 8992, 8994

Chelan Douglas Regional Port Authority
Check Register
2021-40

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval November 30, 2021, checks 9035 - 9037 and electronic payments in the amount of:

\$ 223,226.41

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
Payroll				
11/30/21	Asplund, Randy	November 2021 Payroll	EFT	914.26
11/30/21	Baldwin, Janet L	November 2021 Payroll	EFT	1,421.68
11/30/21	Beidler, Camryn N	November 2021 Payroll	EFT	2,403.05
11/30/21	Camarillo Reyes, Laura	November 2021 Payroll	EFT	2,805.25
11/30/21	Chatriand, Bobbie J	November 2021 Payroll	EFT	2,906.13
11/30/21	Cridlebaugh, Ronald W	November 2021 Payroll	EFT	5,966.90
11/30/21	Day, Skylar	November 2021 Payroll	EFT	2,215.31
11/30/21	de Mestre, Stacie	November 2021 Payroll	EFT	5,117.90
11/30/21	Deenik, Sarah K	November 2021 Payroll	EFT	4,584.80
11/30/21	Degnan, Tricia E	November 2021 Payroll	EFT	4,445.61
11/30/21	Etherington, Donn	November 2021 Payroll	EFT	1,521.35
11/30/21	Flaget, Todd R	November 2021 Payroll	EFT	3,805.00
11/30/21	Harris, Camille L	November 2021 Payroll	EFT	3,198.78
11/30/21	Huffman, James D	November 2021 Payroll	EFT	1,321.14
11/30/21	Kuntz, James M	November 2021 Payroll	EFT	12,917.89
11/30/21	Lamb, Kenneth R	November 2021 Payroll	EFT	4,228.63
11/30/21	Lamb, Shane C	November 2021 Payroll	EFT	2,787.33
11/30/21	Larsen, Craig N	November 2021 Payroll	EFT	5,529.33
11/30/21	Loesack, W Alan	November 2021 Payroll	EFT	423.89
11/30/21	Lough, Monica D	November 2021 Payroll	EFT	7,516.02
11/30/21	Martinez, Rafael	November 2021 Payroll	EFT	2,097.11
11/30/21	McKivor, Esther S	November 2021 Payroll	EFT	3,962.67
11/30/21	Moyers, Trent D	November 2021 Payroll	EFT	7,227.99
11/30/21	Orr, Marcus J	November 2021 Payroll	EFT	3,811.44
11/30/21	Ramos, Jorge E	November 2021 Payroll	EFT	3,119.42
11/30/21	Russ, Ronald R	November 2021 Payroll	EFT	5,716.29
11/30/21	Russell, Justin L	November 2021 Payroll	EFT	3,510.06
11/30/21	Scott, Tristan L	November 2021 Payroll	EFT	2,893.43
11/30/21	Smith, Charles B	November 2021 Payroll	EFT	3,197.99

11/30/21	Spurgeon, Mark M	November 2021 Payroll	EFT	678.51
11/30/21	Tidd, Bealinda	November 2021 Payroll	EFT	3,392.19
11/30/21	Turner, Rory A	November 2021 Payroll	EFT	1,476.68
11/30/21	Vargas, Manuel A	November 2021 Payroll	EFT	3,979.09
11/30/21	Bealinda Tidd	November Sunshine fund	9035	120.00
11/30/21	Washington Counties Insurance Fund	December Insurance	9036	28,746.93
11/30/21	HRA VEBA Trust	November VEBA	9037	1,500.00
11/30/21	Department of Retirement Systems	November Retirement	ACH	31,887.06
11/30/21	US Treasury	November Payroll taxes	EFTPS	39,879.30
	Net Payroll			<u>223,226.41</u>

Voided: N/A

**Chelan Douglas Regional Port Authority
Check Register
2021-41**

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval November 30, 2021 checks 9038 - 9086 in the amount of \$ 264,663.63

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
<u>CASHMERE MILL DISTRICT</u>				
11/30/2021	Local Tel Communications	Fire Alarm Services	9069	181.94
	Net Cashmere Mill District			<u>\$181.94</u>
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
11/30/2021	C&D Chem-Dry	Carpet Cleaning 34,000 sq. ft.	9086	4,430.88
11/30/2021	Cascade Natural Gas	Natural Gas	9044	13.78
11/30/2021	Chelan County PUD	Electricity/Water/Fire Sprinkler	9045	322.21
11/30/2021	Crown Paper & Janitorial Supply	Custodial Supplies	9052	112.18
11/30/2021	Express Services, Inc.	Admin. Assistant	9059	555.47
11/30/2021	Firefly	IT Managed Services	9061	2,080.37
11/30/2021	Home Depot Pro	Maintenance Supplies	9065	23.32
11/30/2021	Keyhole Security Inc.	Batteries	9068	3,235.60
11/30/2021	Local Tel Communications	Alarm Systems	9069	953.40
11/30/2021	Lowe's	Maintenance Supplies	9070	58.53
11/30/2021	Office Depot	Office Supplies	9075	169.18
11/30/2021	Weinstein Beverage Co.	Coffee Service	9084	147.98
	Net Confluence Technology Center			<u>\$12,102.90</u>
<u>DOWNTOWN WENATCHEE SOUTH</u>				
11/30/2021	After Hours Plumbing & Heating, Inc.	Snaked Main Sewer Line	9038	305.44
11/30/2021	Cascade Natural Gas	Utilities	9044	481.10
11/30/2021	Local Tel Communications	Alarm Systems	9069	324.67
	Net Downtown Wenatchee South			<u>\$1,111.21</u>
<u>OLDS STATION BUSINESS PARK</u>				
11/30/2021	Cascade Natural Gas	Natural Gas	9044	13.78
11/30/2021	Chelan County PUD	Electricity/Water	9045	2,439.08
11/30/2021	Local Tel Communications	Alarm Systems	9069	573.42
	Net Olds Station Business Park			<u>\$3,026.28</u>

**Chelan Douglas Regional Port Authority
Check Register
2021-41**

PANGBORN AIRPORT

11/30/2021	American Assoc. of Airport Executives	Annual Digicast Renewal	9039	1,254.00
11/30/2021	Avfuel Corp	Jet Fuel	9040	31,368.03
11/30/2021	Camcal Inc	Calibration Test & Service	9043	1,202.58
11/30/2021	Cintas Corporation	Uniforms	9046	276.85
11/30/2021	Douglas County Sewer District No. 1	Sewer	9056	251.12
11/30/2021	East Wenatchee Water District	Domestic Water	9057	1,150.05
11/30/2021	Fastenal Company	Terminal Maintenance	9060	772.28
11/30/2021	Firefly	IT Managed Services	9061	1,680.82
11/30/2021	Home Depot Pro	Janitorial Supplies	9065	269.39
11/30/2021	Local Tel Communications	Phone/Internet/Cable/Alarm	9069	842.21
11/30/2021	M-B Companies, Inc	Equipment Maintenance	9071	1,714.29
11/30/2021	Moon Security Services, Inc	Basic Comm'l Monitoring - Dec 2021	9074	42.28
11/30/2021	Ogden Murphy Wallace, PLLC	Legal Services	9076	3,339.00
11/30/2021	Two Rivers Terminal, LLC	Chemicals for Winter Operations	9083	7,196.76
	Net Pangborn Airport			\$51,359.66

PANGBORN AIRPORT BUSINESS PARK

11/30/2021	Douglas County Sewer District No. 1	Sewer	9056	86.00
11/30/2021	East Wenatchee Water District	Water	9057	417.85
11/30/2021	Local Tel Communications	Fire Alarm Services	9069	171.13
11/30/2021	Lowe's	Building Supplies	9070	23.20
11/30/2021	Sun Rental	65' Boom Rental	9081	931.38
	Net Pangborn Airport Business Park			\$1,629.56

RPA OFFICE/AVIATION CENTER

11/30/2021	Cascade Natural Gas	Natural Gas	9044	1,421.29
11/30/2021	Douglas County Sewer District No. 1	Sewer	9056	171.14
11/30/2021	East Wenatchee Water District	Water	9057	375.10
11/30/2021	Keyhole Security Inc.	New keys for Exec Flight Bldg	9068	16.13
	Net RPA Office/Aviation Center			\$1,983.66

LAKE CHELAN AIRPORT

11/30/2021	City of Chelan	2021 Capital Funding	9048	1,787.00
	Net Lake Chelan Airport			\$1,787.00

WATERVILLE AIRPORT

11/30/2021	Douglas County PUD	Utilities	9055	34.00
	Net Waterville Airport			\$34.00

ORONDO RIVER PARK

11/30/2021	Douglas County PUD	Utilities	9055	54.00
11/30/2021	Local Tel Communications	Internet Services	9069	65.90
	Net Orondo River Park			\$119.90

**Chelan Douglas Regional Port Authority
Check Register
2021-41**

ADMINISTRATIVE & GENERAL

11/30/2021	Coleman Oil Company	Fuel	9049	15.17
11/30/2021	Craig Larsen	Mileage	9051	227.64
11/30/2021	Davis Arneil Law Firm, LLP	Legal Services	9053	9,443.00
11/30/2021	DOH Associates	Engineering Services	9054	864.00
11/30/2021	Firefly	IT Managed Services	9061	2,498.48
11/30/2021	Good To Go!	Toll Road - WAMA Conference	9063	7.25
11/30/2021	Kelley Connect	Repair Copy Machine	9067	162.45
11/30/2021	Local Tel Communications	Telephone	9069	981.16
11/30/2021	Office Depot	Office Supplies	9075	869.52
11/30/2021	Ogden Murphy Wallace, PLLC	Legal Services	9076	12,631.00
11/30/2021	RH2 Engineering, Inc.	Engineering Services	9077	400.00
11/30/2021	Ron R Russ	Mileage	9078	191.52
11/30/2021	State Auditor's Office	WA State Audit Costs	9080	6,003.44
Net Administrative & General				<u><u>\$34,294.63</u></u>

BUSINESS DEVELOPMENT & MARKETING

11/30/2021	Bobbie Chatriand	Logo Wear	9041	219.15
11/30/2021	Davis Arneil Law Firm, LLP	Public Records Request	9053	371.00
11/30/2021	Go USA, Inc.	Logo Wear	9062	1,731.30
11/30/2021	Marcus Orr	Logo Wear	9072	216.80
11/30/2021	Skylar J. Day	Logo Wear	9079	162.59
11/30/2021	Wenatchee World	RFP - Security Patrol & Guard Service	9085	44.83
Net Business Development & Marketing				<u><u>\$2,745.67</u></u>

ECONOMIC DEV CONTR - Municipalities

11/30/2021	City of Bridgeport	Economic Development Contract	9047	10,802.93
11/30/2021	Eastmont Metropolitan Park District	Economic Development Contract	9058	10,226.35
Net Economic Dev Contr - Municipalities				<u><u>\$21,029.28</u></u>

CAPITAL PROJECTS

11/30/2021	CR Contracting	Waterville Airport Pavement Rehab	9050	13,248.22
11/30/2021	DOH Associates	Actapio Restoration	9054	1,718.94
11/30/2021	DOH Associates	GA Terminal	9054	2,536.00
11/30/2021	Holaday-Parks, Inc.	Retention - HVAC Phase 1	9064	51,129.46
11/30/2021	J.M. Pacific Construction Inc.	Trench Drain Septic Connection	9066	49,345.81
11/30/2021	Maul Foster Alongi, Inc.	Brownfields Development	9073	8,322.50
11/30/2021	Ogden Murphy Wallace, PLLC	PMA Instrument Lighting System	9076	3,021.00
11/30/2021	RH2 Engineering, Inc.	Cashmere Mill Site Beaver Mitigation	9077	317.75
11/30/2021	RH2 Engineering, Inc.	MALSR Property Phase 1 ESA	9077	766.70
11/30/2021	T-O Engineers	RW12 RPZ Land Acq	9082	2,851.56
Net Capital Projects				<u><u>\$133,257.94</u></u>

TOTAL

\$264,663.63

Void: 9042

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2021-25**

**A RESOLUTION OF THE CHELAN DOUGLAS REGIONAL
PORT AUTHORITY BOARD SCHEDULING DATES AND
TIMES OF REGULAR MEETINGS FOR 2022**

Whereas, the Port of Chelan County and the Port of Douglas executed an Interlocal Agreement on June 11th, 2019 forming the Chelan Douglas Regional Port Authority, the purpose of which is to operate the Ports and the Pangborn Memorial Airport as a consolidated operation;

Whereas, the Chelan Douglas Regional Port Authority Board consists of the three Commissioners of the Port of Chelan County and the three Commissioners of the Port of Douglas County;

Whereas, in a regular Chelan Douglas Regional Port Authority Board meeting, the members discussed a regular meeting schedule for the calendar year 2022;

Now, Therefore, the Chelan Douglas Regional Port Authority hereby resolves as follows:

1. Meeting Schedule and Locations. The Chelan Douglas Regional Port Authority regular meetings for calendar year 2022 shall be held at Confluence Technology Center, 285 Technology Way, Wenatchee, WA on the 2nd and 4th Tuesday of each month. Due to the COVID-19 pandemic, the Chelan Douglas Regional Port Authority meetings may be held via Zoom Virtual Meeting.

2. Meeting Time. All regular meetings of the Chelan Douglas Regional Port Authority Board shall begin at 9:00 a.m.

3. Special Meetings. Any meeting of the Chelan Douglas Regional Port Authority Board held on a day other than the regular meeting days as set forth above shall be a special meeting of the Chelan Douglas Regional Port Authority Board and the meeting shall be called and notice shall be given as required in RCW 42.30.080, as the same exist now or may be hereafter amended.

4. Simultaneously Called Meetings. Any meeting of the Chelan Douglas Regional Port Authority Board shall also mean simultaneous meetings of the Port of Chelan County and Port of Douglas County.

Adopted by the Board of Directors of the Chelan Douglas Regional Port Authority at a regular meeting thereof held this 14th day of December, 2021.

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director

Rory Turner, Director

W. Alan Loeb sack, Director

**PORT OF CHELAN COUNTY
RESOLUTION NO. 2021-08**

**A RESOLUTION OF THE PORT OF CHELAN COUNTY
SCHEDULING DATES AND TIMES OF REGULAR
MEETINGS FOR 2022**

Whereas, the Port of Chelan County and the Port of Douglas County executed an Interlocal Agreement on June 11th, 2019 forming the Chelan Douglas Regional Port Authority, the purpose of which is to operate the Ports and Pangborn Memorial Airport as a consolidated operation. Each meeting of the Chelan Douglas Regional Port Authority will also be a public meeting of the Port of Chelan County Commission; and

Whereas, the Port of Chelan County Commission desires to adopt a regular meeting schedule that is identical to the regular meeting schedule for the Chelan Douglas Regional Port Authority; and

Whereas, in a regular Port of Chelan County Commission meeting, the members discussed a regular meeting schedule for the calendar year 2022;

Now, Therefore, the Port of Chelan County Commission hereby resolves as follows:

1. Meeting Schedule and Locations. The Port of Chelan County regular meetings for calendar year 2022 shall be held at the Confluence Technology Center, 285 Technology Way, Wenatchee, WA on the 2nd and 4th Tuesday of each month. Due to the COVID-19 pandemic, the Port of Chelan County meetings may be held via Zoom Virtual Meeting.

2. Meeting Time. All regular meetings of the Port of Chelan County Commission shall begin at 9:00 a.m.

3. Special Meetings. Any meeting of the Port of Chelan County Commission held on a day other than the regular meeting days as set forth above shall be a special meeting of the Port of Chelan County Commission and the meeting shall be called and notice shall be given as required in RCW 42.30.080, as the same exist now or may be hereafter amended.

Adopted by the Port of Chelan County Commission at a regular meeting thereof held this 14th day of December, 2021.

JC Baldwin, Commissioner

Donn Etherington, Commissioner

Rory Turner, Commissioner

**PORT OF DOUGLAS COUNTY
RESOLUTION NO. 2021-06**

**A RESOLUTION OF THE PORT OF DOUGLAS COUNTY
SCHEDULING DATES AND TIMES OF REGULAR
MEETINGS FOR 2022**

Whereas, the Port of Douglas County and the Port of Chelan County executed an Interlocal Agreement on June 11th, 2019 forming the Chelan Douglas Regional Port Authority, the purpose of which is to operate the Ports and Pangborn Memorial Airport as a consolidated operation. Each meeting of the Chelan Douglas Regional Port Authority will also be a public meeting of the Port of Douglas County Commission; and

Whereas, the Port of Douglas County Commission desires to adopt a regular meeting schedule that is identical to the regular meeting schedule for the Chelan Douglas Regional Port Authority; and

Whereas, in a regular Port of Douglas County Commission meeting, the members discussed a regular meeting schedule for the calendar year 2022;

Now, Therefore, the Port of Douglas County Commission hereby resolves as follows:

1. Meeting Schedule and Locations. The Port of Douglas County regular meetings for calendar year 2022 shall be held at the Confluence Technology Center, 285 Technology Way, Wenatchee, WA on the 2nd and 4th Tuesday of each month. Due to the COVID-19 pandemic, the Port of Douglas County meetings may be held via Zoom Virtual Meeting.

2. Meeting Time. All regular meetings of the Port of Douglas County Commission shall begin at 9:00 a.m.

3. Special Meetings. Any meeting of the Port of Douglas County Commission held on a day other than the regular meeting days as set forth above shall be a special meeting of the Port of Douglas County Commission and the meeting shall be called and notice shall be given as required in RCW 42.30.080, as the same exist now or may be hereafter amended.

Adopted by the Port of Douglas County Commission at a regular meeting thereof held this 14th day of December, 2021.

Mark Spurgeon, Commissioner

W. Alan Loeb sack, Commissioner

Jim Huffman, Commissioner

Memo

To: Board of Directors

From:  Jim Kuntz

Date: December 9, 2021

Re: Proposed 2022 Managing Authority Resolution

Please find attached the proposed 2022 Managing Authority Resolution for your consideration. I am proposing some minor changes which are highlighted in red.

Quentin has reviewed and believes that the edits are fine from a legal perspective. He also took the time to review Delegation of Authority Resolutions at the Ports of Seattle, Kingston, Bellingham, and Everett. While the dollar thresholds were different, they were very similar.

In my view, our Managing Authority Resolution strikes the right balance between my day-to-day duties and the desire of the Board to be involved in governing decisions.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2021-24**

**DELEGATION OF AUTHORITY
CALENDAR YEAR 2022**

Whereas, RCW 53.12.270 authorizes the Commission to delegate administrative powers and duties to the Executive Director, and

Whereas, the Port Commissions of both the Port of Chelan County and the Port of Douglas County have in the past adopted policy directives delegating administrative authority to its respective Executive Director for the purpose of expeditious administration of the Ports, and

Whereas, both Port Commissions have from time to time found it necessary to amend and revise such directives due to changes in law and/or operations, and

Whereas, both Port Commissions shall, from time to time, employ a Director of Finance and Administration, who shall act as the managing official of the Port in the absence of the Executive Director, and

Whereas, on June 11, 2019 both the Port of Douglas County and the Port of Chelan County entered into an Interlocal Cooperation Agreement for the functional consolidation of Port Finances, Management and Operations, and

Whereas, the functionally consolidated organization was named the Chelan Douglas Regional Port Authority ('Port Authority'), with both Port Commissions combining into one governing body, the Board of Directors, consisting of three commissioners from the Port of Chelan County and three commissioners from the Port of Douglas County, and

Whereas, the Chelan Douglas Regional Port Authority will use RCW 53.12.270 in similar fashion to delegate administrative powers and duties to the Chief Executive Officer, and

Whereas, the Board of Directors of the Chelan Douglas Regional Port Authority now wishes to provide a master policy directive on the delegated administrative powers and duties of the Chief Executive Officer, or in the absence of the Chief Executive Officer, to the Director of Finance,

Now, Therefore, Be It Resolved by the Board of Directors of the Chelan Douglas Regional Port Authority as follows:

Section 1. The master policy directive of the Board of Directors, as set forth herein, is adopted for the purpose of establishing the delegated administrative powers and duties of the Chief Executive Officer and the Director of Finance and Administration. This policy directive will remain in effect until December 31, 2022, unless it is extended prior to that date.

Section 2. All portions of resolutions, policies or motions heretofore approved by the Board of Directors pertaining to the subject matters contained in this resolution are hereby repealed.

Section 3. The Revised Code of Washington 53.08.090 authorizes Board of Directors to delegate to the Chief Executive Officer, by resolution, the authority to sell and convey port district property with a value of \$10,000 or less. State law requires that this authority be renewed by resolution annually by the Board of Directors. Said authority is hereby authorized by the adoption of this resolution. See Section 4, Article XVIII.

Section 4. The following policy directive on the delegated administrative powers and duties of the Chief Executive Officer and the Director of Finance and Administration is hereby adopted:

I. PREAMBLE

- A. The following policy is adopted by the Board of Directors for the purpose of establishing the administrative powers and duties of the Chief Executive Officer who is responsible for Port Authority operations. Any Board directives or initiatives shall be implemented through the Chief Executive Officer and shall be made only by the Board acting as a body of the whole at a public meeting.
- B. The phrase “administration and Port Authority operations”, as used herein, means the regular day-to-day business of the Port Authority, including but not limited to: operating, maintaining, and administering all of its properties, leasehold properties, facilities services and programs, including the implementation of construction work, alterations, repairs, maintenance, and improvements of the Port Authority’s real estate and physical facilities, and the necessary planning incidental thereto; the conduct of financial accounting and legal matters as they relate to the Port Authority’s operation; the administration of all other operations which include personnel administration (i.e., hiring, firing, wages and benefits, training, grievance procedures, and task and project assignments, etc.); the execution and administration of contracts; publishing legal notices; and all other pertinent authorized functions. As it pertains to personnel administration, the Chief Executive Officer’s implementation shall be consistent with the Chelan Douglas Regional Port Authority Personnel Policies as adopted by the Board of Directors on September 10th, 2019, as may be amended.
- C. The Chief Executive Officer shall inform the Board regarding significant information, incidents, and business transactions by methods agreeable to the Board. The Chief Executive Officer shall report to the Board those actions made in reliance on this delegation. The Chief Executive Officer, or in the absence of the Chief Executive Officer, the Director of Finance and Administration, is the managing official of the Port Authority, appointed by the Board, and holds office as their representative. Nothing herein should be construed in any way as abrogating the duties and the responsibilities of the Board.

II. FINANCIAL

- A. Budgets – The adoption of Port Authority budgets, including supplemental budgets, are the responsibility of the Board of Directors. The Chief Executive Officer has no authority to adopt budgets, but the Chief Executive Officer shall be responsible for submitting to the Board of Directors proposed budgets, together with all necessary supporting data. The Chief Executive Officer shall also be responsible to ensure all legal notices are placed in newspapers regarding budget hearings and adoptions.
- B. Expenditures – The Chief Executive Officer is given the authority to spend Port Authority funds without prior Board approval subject to:
1. The expenditure must fall within a budgeted expense category.
 2. The expenditure must not cause the amount of a budgeted expense category to be exceeded.
 3. Expenditures in accord with Emergency Public Works Contracts.
 4. Any applicable financial limits established by this Resolution.
- C. Management of Port Authority Finances – The Chief Executive Officer or the Director of Finance and Administration is authorized to transfer funds between operating funds and investment funds to meet Port Authority financial obligations.
- D. Imprest Working Funds (Petty Cash/Change Funds) - The Chief Executive Officer is authorized to establish imprest working funds (petty cash/change funds), provided that the total cumulative amount of all such funds does not exceed \$2,000.
- E. Banking Services – The Chief Executive Officer is authorized to negotiate for banking services and enter into agreements for such services. Procedures shall be established concerning the deposit/disbursal of Port Authority funds recognizing the requirements cited in RCW 53.36.010 and providing for an adequate system of internal control.
- F. Investments – The investment of Port Authority funds, which are those funds not required for immediate expenditures, shall be invested by the Port Authority Treasurer, in accordance with applicable laws relating to investment of public funds and consistent with Board approved Investment Policies. The Chief Executive Officer shall be authorized to determine the amount of funds to be invested in order to ensure adequate cash flow to meet Port Authority obligations.
- G. Other Obligations – The Chief Executive Officer shall have the authority to incur obligations and make commitments on behalf of the Port Authority, so long as they are for budgeted items, except, the Chief Executive Officer:
1. May not issue promissory notes.
 2. May not issue bonds.
 3. May not incur obligations or make commitments in excess of those amounts specifically provided for elsewhere in this resolution.

III. POLICY GOVERNING REAL PROPERTY

- A. Types of Agreements – The following directives apply to all agreements for use of Port Authority real property, including but not limited to leases, license agreements, concession agreements, rental agreements, operating agreements, memorandums of understanding and use agreements.
- B. Lease Arrangements – All real property, when available for leasing, shall be leased only under an appropriate written instrument approved by the Board of Directors. Except where the Board has delegated authority to the Chief Executive Officer here in Section 4, III, prior to the execution of such instrument, the Chief Executive Officer shall have secured the approval of the Board, provided for proper security, submitted the Agreement to Port Authority Counsel for approval (if the Port Authority's standard agreement form is not used) and follow all other applicable laws.
- C. Chief Executive Officer's Authority to Sign Lease and Rental Agreements without Prior Board Approval – The Chief Executive Officer may, without prior Board approval, execute lease and rental agreements subject to all of the following conditions:
1. Agreements having a term (including any options) of five years duration or less and lease payments of \$5,000 per month or less (not including state leasehold tax) and the Port Authority's financial obligation for building improvements does not exceed \$50,000.
 2. The Port Authority's standard agreement form is used, except for provisions not applicable and state and federal leases that require the use of the tenant's lease form as long as the content of the lease form does not materially change the Port Authority's intent in its standard lease form.
 3. The appropriate lease surety must be in place which shall be defined as a minimum of one month's rental, not including state leasehold tax.
 4. The amount of rent shall be in accordance with rental rate objectives of the Board.
 5. The use to which the property may be put by the tenant shall be expressly stated and shall be in accordance with the goals, directives, and policies adopted by the Board for the same or similar Port Authority property or properties.
 6. The Chief Executive Officer shall provide the Board with a monthly written report of all agreements executed.
- D. Lease Modifications; Extensions – The Chief Executive Officer may, without prior Board approval, make minor modification to existing leases including payment deferrals, due dates for payments, adjustments to the leased premises, and the like, where the increase or decrease in annual revenue projected to be generated does not exceed \$50,000. The Chief Executive Officer may, without prior Board approval, grant an extension of the current term of an existing lease for a period not greater than six (6) months. The Chief Executive Officer shall advise the Board of any such action within a reasonable period of time, not later than the next regular Board meeting.

- E. Sublease Procedures – Leases, concession agreements, operating agreements, and related contracts between the Port Authority and its tenants, and other parties shall include restriction on the subleasing and require at a minimum the prior written consent of the Port Authority to such subleases. Subject to the provisions of the lease or agreement, the Chief Executive Officer is authorized to grant consents to subleases, which for the purposes hereof shall include suboperating agreements and subconcession agreements.
- F. Lease Renewals – The Chief Executive Officer is authorized to renew leases provided: such renewals are provided for in the current lease; all other substantive terms of the lease remain unchanged; rental adjustments provided for in the lease are made; and the lease is in good standing. The Chief Executive Officer shall have the authority in Section 4, Article III(D) to make modifications to a lease as part of a lease renewal.
- G. Lease Enforcement and Lease Terminations – The Chief Executive Officer is authorized to enforce all terms and conditions of Port Authority leases. The Chief Executive Officer is authorized to issue all appropriate notices of default and/or notices of termination with regard to Port Authority leases. The Chief Executive Officer is authorized to terminate any lease under the terms and conditions therein. Upon termination, the Chief Executive Officer is authorized to take all steps necessary to retake possession of the leasehold and recover for the Port Authority all sums due the Port Authority pursuant to the lease and the law. The Chief Executive Officer shall keep the Board informed with respect to lessees that are issued default notices or termination notices.
- H. Realtors Compensation Program – The Chief Executive Officer is authorized to make payments for real estate services consistent with the Board of Directors adopted Real Estate Guidelines per Motion #09-10-19 as may be amended.
- I. Other Documents – The Chief Executive Officer is authorized to execute the following instruments, subject to the terms specified herein:
1. Temporary and permanent easements for purposes of utility installments only. For easements granted by the Port Authority, all easements will require the grantee at its own expense to relocate, lower or otherwise protect the utility to accommodate future development of the Port Authority, its agents, or assigns unless otherwise authorized and directed by the Board.
 2. Business Licenses and Licenses to Operate.
 3. If the Board has previously approved a grant application, the Chief Executive Officer may execute all related agreements associated with the Port Authority obtaining local, state or federal grant funds, unless **said grant exceeds \$1.5 million, which shall require Board approval prior to acceptance.**

4. Binding site plans, short plats, building permits, and similar documents, and applications therefore, consistent with Port Authority master plans or otherwise where the Board has approved the subject development.
5. Changes in name of responsible party to the lease if all other conditions including primary ownership, remain the same.
6. Lease assignments for purposes of collateral.
7. Estoppels, attornments and non-disturbance agreements.
8. Permits ancillary to the normal operation of the Port Authority.
9. Liquor Control Board forms related to tenants leasing Port Authority property.
10. Landlord Waiver and Consent agreements subject to legal counsel review.
11. Assignments of agreements for use of Port Authority real property (as defined in Section 4, III. A above) where the assignment does not alter the underlying terms of the agreement.
12. Authority to negotiate and enter into Right of Entry/Property Access Agreements to allow prospects to conduct initial investigations regarding any real property managed by the Regional Port.
13. Authority to enter into Confidentiality Agreements with prospective businesses, only when absolutely necessary and subject to legal counsel review. Board shall be notified when said agreements are signed.
14. Authority to manage Pangborn Airport Terminal Building Parking Lot consistent with Board policies including waiving late fees.

IV. POLICY GOVERNING LEASE SURETY, SURETY BONDS, RENTAL DEPOSITS, AND INSURANCE POLICIES

- A. The Chief Executive Officer is authorized to take all necessary actions on behalf of the Board in connection with lease surety, lease surety bonds, rental deposits, or insurance coverage required pursuant to any leases of the Port Authority, including any of the following actions:
1. Where the lease is not in default, to release any surety, surety bond, or rental deposit where an adequate substitute surety or rental deposit has been provided.
 2. To approve any surety, surety bond, rental deposit, certificate of insurance, or insurance policies submitted in fulfillment of the requirements of any lease, including substitute or replacement coverage for any terminated bond, surety, or rental insurance.
 3. To approve any substitute or modifications of surety or insurance coverage, and to release any surety or insurance company when substitute or replacement insurance coverage has been provided in connection with any outstanding lease of the Port Authority.

V. POLICY GOVERNING CHIEF EXECUTIVE OFFICER 'S AUTHORITY FOR PROPERTY ACQUISITIONS AND SALES

- A. Property Acquisitions – When the Board authorizes the acquisition of real property by negotiated purchase or condemnation and has entered an agreement, the Chief Executive Officer shall take all necessary steps, including appraisals, environmental assessments, and surveys, if necessary, and signing all necessary documents to secure title of such property for the Port Authority consistent with the purchase and sale agreement.
- B. Property Sales – When the Board authorizes the sale of Port Authority real property and has entered an agreement, the Chief Executive Officer shall take all necessary steps to complete the transaction, including but not limited to ordering appraisals, surveys and accepting deposits, opening escrow and signing all necessary documents consistent with the purchase and sale agreement.
- C. Amendments – When the Board has entered a purchase and sale agreement, the Chief Executive Officer may approve minor modifications to the agreement, including but not limited to extensions to feasibility periods, changes to the closing date, minor modifications in the legal description based on survey or title work, and the like; provided that any modification of the price at which property is sold or purchased shall be approved by the Board.

VI. POLICY GOVERNING CONTRACTS FOR PERFORMANCE OF PUBLIC WORK

- A. Public Work of \$50,000 or less – The Chief Executive Officer may, without prior Board approval, approve plans, specifications and estimates, seek bids and execute small works roster contracts up to \$50,000 per project subject to the project appearing as a line item capital project in the Port Authority budget or within the overall capital budget authorized limits established by the Board, and so long as all statutory procedures are followed.
- B. Public Work between \$50,001 and \$100,000 – The Chief Executive Officer may, without prior Board approval, approve plans, specifications and estimates, and seek bids on public works contracts (including small works roster contracts) between \$50,001 and \$100,000 per project subject to the project appearing as a line item capital project in the Port Authority budget or within the overall capital budget authorized limits established by the Board, and so long as all statutory procedures are followed. Board approval shall be required for awarding said contracts.
- C. Public Work in Excess of \$100,001 – For projects estimated to cost in excess of \$100,001, Board authorization to proceed shall be obtained prior to seeking bids. In this event, the Chief Executive Officer shall have the authority to approve plans, specifications and estimates associated with the project. Board approval shall be required for awarding contracts.
- D. Project Close Out. For all public work contracts entered by the Port Authority, the Chief Executive Officer is authorized to take all further steps to see the

project through to completion including final acceptance, provided that all requirements of RCW 53.08.120-135 and all other applicable laws and Port Authority policies are met.

- E. Emergency Public Works Contracts – When any emergency shall require the immediate execution of a contract for work, the Chief Executive Officer, pursuant to the Procedures of RCW 39.04.020 and 39.04.280 (as it may be amended or succeeded), is authorized to make a finding of the existence of such emergency and execute any contracts necessary to respond to the existing emergency, provided that the Chief Executive Officer shall, at the first Board meeting following the Chief Executive Officer’s finding of the existence of an emergency, request Board ratification of the finding of emergency and any contracts awarded and/or executed pursuant to that finding. From the inception of any such emergency, the Chief Executive Officer shall continuously advise the Board of the development of the emergency situation and the progress of any contracts executed to remedy the emergency.
- F. Change Orders – Where contracts for the performance of work have been awarded and under which the work is in progress, and individual changes in plans and/or specifications are necessitated in order to properly accomplish the work, the Chief Executive Officer is authorized to execute individual change orders to the contract provided all of the following conditions are met:
1. Change orders are within the project budget established by the Board.
 2. The estimated cost of the individual changes in plans and/or specifications will not exceed 10% of the established project budget. However, when an individual change order issued under any contract shall cause the total cash amount of change orders in the established project budget to exceed a sum equal to 10% of the project budget amount, such change order shall not be issued without prior Board approval and no future change orders to said contract may be issued without Board approval.
 3. The contract provides for issuance of change orders.
 4. The individual change order has been approved and certified by the project architect or engineer as being necessary to the proper accomplishment of the work called for in the basic contract.
 5. Any time extension for completion of said contract which accompanies said change order does not exceed sixty (60) days.

VII. POLICY GOVERNING ACQUISITION OF MATERIALS, EQUIPMENT, AND SUPPLIES; UNIT PRICE CONTRACTS

- A. The Chief Executive Officer shall have the responsibility for following all required statutory procedures, where applicable, in connection with (i) all contracts for the acquisition of utilities, materials, equipment, and supplies and (ii) unit price contracts (RCW 53.08.120(3)). Where utilities, materials, equipment, and supplies are acquired on the open market or pursuant to published prices or tariffs and used or are necessary in normal maintenance and operations of the Port Authority, no prior approval shall be required but where appropriate shall be approved as a part of normal monthly expenses.

The Chief Executive Officer may execute contracts for the acquisition of utilities, materials, equipment, and supplies and unit price contracts subject to the following conditions:

1. The contract or purchase order price does not exceed Fifty Thousand (\$50,000) in a calendar year, or if specifically identified in the annual budget, the amount shown in such budget, and the contract provides for a term of no more than three years, with an option to extend the contract for one (1) additional year, provided that the basic contract or purchase order price and any contract extensions must be within appropriate annual budget limits.
2. Unit price contracts must be competitively bid based on estimated quantities of the anticipated types of work or trades involved, and specify how the Port Authority will issue work assignments, work orders, or task authorizations. Unit price contracts must be awarded to the lowest responsible bidder and must comply with the provisions of RCW 53.08.120(3), which includes the payment of prevailing wages.
3. Unless otherwise required by law, the Chief Executive Officer shall determine whether and to what extent a performance bond is necessary.

B. Emergency Contracts for Acquisition of Materials, Equipment, Supplies, and Services – When an emergency shall require the immediate acquisition of materials, equipment, supplies, and services, the Chief Executive Officer is authorized to make a finding of the existence of such emergency and execute any contract for acquisition of materials, equipment, supplies, and services necessary to respond to the existing emergency, provided that the Chief Executive Officer shall, at the first Board meeting following the Chief Executive Officer’s finding of the existence of an emergency, request Board ratification of the finding of an emergency and any contract awarded or executed pursuant to the authority herein shall contain a clause which states that the contract is subject to ratification by the Board and that if ratification does not follow, the contract shall terminate, and the Contractor shall be compensated for his work and materials used to the time of termination.

C. Repair and Maintenance of Equipment – The Chief Executive Officer shall be responsible for equipment repair and maintenance and, to that end, may use the Port Authority’s own labor forces or may have work done by contract. The Chief Executive Officer is authorized to expend such funds as are reasonable and necessary to keep the equipment in good order and repair.

VIII. COMPETITIVE BIDDING REQUIREMENTS – EXEMPTIONS (See RCW 39.04.280)

The Chief Executive Officer is authorized to waive competitive bidding requirements for public works and contracts for purchases for:

1. Purchases that are clearly and legitimately limited to a single source of supply.
2. Purchases involving special facilities or market conditions.
3. Purchases of insurance or bonds.

4. Public works in the event of an emergency.

When the competitive bidding requirements are waived, the Chief Executive Officer shall require documentation be filed stating the nature of the purchase of work, and the justification for determining the exemption criteria was met. The documentation must be available for public inspection.

IX. ARCHITECTURAL, ENGINEERING, AND TECHNICAL SERVICES, INCLUDING SURVEYORS, INTERIOR DESIGNERS AND LANDSCAPE ARCHITECTS

The Chief Executive Officer is authorized to contract with qualified architectural, engineering, technical testing and inspection firms, surveyors, interior designers and landscape architects, licensed in the State of Washington to provide such services as required for architectural or engineering work or small projects of the Port Authority. Selection and reimbursement for such services **including task orders** shall follow all required statutory procedures and shall be consistent with normal established fees paid for such services. The Chief Executive Officer may arrange for such services following a competitive selection process; provided the fee to the same firm on any single project or closely related work does not exceed the amount of fifty thousand dollars (\$50,000), and the funds are within the approved project capital budget. Board approval shall be required for contracts exceeding \$50,000.

X. AMENDMENTS TO ARCHITECTURAL, ENGINEERING, PROFESSIONAL, CONSULTANT AND PERSONAL SERVICES:

Where services are formally approved by the Board, increases in the approved contract amount may be approved by the Chief Executive Officer without prior approval of the Board for amounts not to exceed 10% of the last Board approved total, or \$50,000, whichever is less, provided the funds are within the approved appropriate annual budget.

XI. PERSONAL SERVICES

The Chief Executive Officer shall be responsible for obtaining personal services where deemed necessary in carrying out normal Port Authority operations and provided all applicable legal requirements are met. The Chief Executive Officer shall follow Port Authority policies governing management of personal service contracts currently in existence or hereafter adopted.

XII. LITIGATION

- A. Management and Supervision of Litigations – The Chief Executive Officer and the Port Authority’s Legal Counsel (appointed by the Board) shall be responsible for the procedures necessary for management and supervision of all litigation in which the Port Authority has an interest, direct or indirect. For purposes of this section, “litigation” shall mean the assertion or potential assertion of any position, right or responsibility by or against the Port Authority, including actions which have been filed in any court or any quasi-judicial or administrative forum.

- B. Special Legal Services – The Chief Executive Officer is authorized to retain such other special counsel at fees as may be negotiated to assist in the handling of any claims, litigation, or other matters necessary to attend to the legal affairs of the Port Authority, within overall budgetary constraints.
- C. Engagement of Experts – The Chief Executive Officer may engage or cause to be engaged, such experts as may be necessary for the orderly support of claims or litigation in which the Port Authority has a direct or indirect interest, without limitations otherwise prescribed in this resolution. Such engagement shall be upon consultation given by Legal Counsel after having satisfied him/her that such expenditure is necessary to the adequate preparation and representation of the Port Authority's position in such litigation or claim and shall, wherever practicable, include evaluation of the litigation or claim and an estimate of the probable cost of such experts.
- D. Commencing Lawsuits – The Chief Executive Officer may not commence litigation without the prior approval of the Board.

XIII. POLICY GOVERNING ADJUSTMENT AND WRITE-OFF OF ACCOUNTS RECEIVABLE

- A. Definition of "Write Off" – The term "write-off" means the adjustment of the accounting records of the Port Authority to reflect the fact that the account is uncollectible in the normal course of operations. The Chief Executive Officer may authorize Legal Counsel to initiate or continue with legal action to collect an account without regard to whether the account has been written off the accounting records of the Port Authority.
- B. Procedures – The Chief Executive Officer is authorized to establish procedures for and to write off any uncollectible account which does not exceed the sum of Ten Thousand Dollars (\$10,000) subject to the following general guidelines:
 - 1. Prior to writing off any account receivable or uncollectible, the Chief Executive Officer shall be satisfied that every reasonable effort has been made by the Port Authority to accomplish the collection of the account.
 - 2. Any account in excess of Ten Thousand Dollars (\$10,000) which is deemed to be uncollectible shall be referred to the Board for final write-off, with the exception of any account that has filed for bankruptcy which the Chief Executive Officer may write off up to \$25,000 per account without prior Board approval.
 - 3. The Chief Executive Officer shall provide the Board once per month a listing of all accounts that are 90 days past due.

XIV. POLICY GOVERNING TRAVEL OF EMPLOYEES AND OTHER AUTHORIZED REPRESENTATIVES OF THE PORT AUTHORITY

- A. The Chief Executive Officer is authorized to approve travel by employees and/or other authorized representatives of the Port Authority in order to

effectuate necessary Port Authority operations, in conformity to the travel policy adopted by the Board (Motion #09-07-19) as may be amended, provided that the travel expenses are within the annual budget approved by the Board and provided that the Board shall be advised prior to all international travel (excluding Canada). Board travel outside of the Pacific Northwest (Washington, Oregon and Idaho) shall be approved, in advance, at an open public meeting; provided, however, the Chief Executive Officer may authorize such travel in the event of unique or unanticipated circumstances and obtaining advance approval of the Board is not possible. In this event, the Chief Executive Officer shall notify the entire Board at the next Board meeting.

XV. POLICY GOVERNING STAFF AND EMPLOYEE ADMINISTRATION

- A. The Chief Executive Officer shall have the authority to manage all personnel matters for Port Authority employees and staff which include hiring, firing, training, grievance procedures, employee benefits, and administration of the employee salary schedule. The Chief Executive Officer shall carry out these responsibilities according to guidelines and policies to be established by the Chief Executive Officer and within overall budgetary constraints. The Chief Executive Officer shall also carry out these responsibilities consistent with the Chelan Douglas Regional Port Authority Personnel Policies as adopted by the Board.

XVI. UTILIZATION OF PORT AUTHORITY EMPLOYEES

- A. The Chief Executive Officer is authorized to use necessary Port Authority employees for operations and maintenance of facilities.
- B. The Chief Executive Officer shall be responsible for obtaining prior Board approval for work projects which are new construction or major modifications of Port Authority facilities to be carried out by Port Authority crews when the total estimated cost of materials exceeds Twenty-Five Thousand Dollars (\$25,000).

XVII. RULES AND REGULATIONS

The Chief Executive Officer is authorized to adopt any administrative rule or regulation necessary for the efficient operation of the Port Authority so long as such rules and regulations are reported to the Board.

XVIII. POLICY GOVERNING SALE OF PERSONAL PROPERTY

- A. Sale of Property Pursuant to RCW 53.08.090 - The Chief Executive Officer is authorized, pursuant to RCW 53.08.090, to sell and convey surplus personal property of the Port Authority subject to the following conditions:
 - 1. That the market value of such personal property does not exceed \$10,000 as may be increased by the statute; and

2. That prior to any such sale or conveyance, the Chief Executive Officer shall itemize and list the property to be sold and make written certification to the Board that the listed property is no longer needed for Port Authority purposes;
3. That offers for purchase are solicited from at least three (3) parties whenever possible or placed in a public auction;
4. That any large block of such property having a value in excess of \$10,000 shall not be divided into components of a lesser value and sold unless done so by public competitive bid; and
5. That in no case shall surplus personal property be sold to any Port Authority official or employee or members of their families without the specific approval of the Board.

XIX. INSURANCE PROGRAMS

Comprehensive General Liability, Auto, Property, Public Officials, etc. al.

The Chief Executive Officer shall be authorized to negotiate and obtain appropriate policies of insurance to cover Port Authority Property, liability, employee coverage, and other areas appropriately included within a comprehensive insurance program. The Chief Executive Officer is authorized to approve changes or modifications within the policies of insurance, including programs to provide self-insurance or deductible provisions, so long as such programs are promptly and regularly reported to the Board so it is kept informed of basic changes made in the overall insurance program of the Port Authority. The Board has the responsibility for selecting the Port Authority's insurance broker/agent.

Health Insurance

The Board has the responsibility for determining each year health benefits that will be offered to Port Authority employees. Once benefits are determined by the Board, the Chief Executive Officer shall be authorized to negotiate and execute all agreements and instruments necessary to carry out that determination.

XX. ECONOMIC DEVELOPMENT PROGRAMS

The Chief Executive Officer is authorized, consistent with statutory limitations, to develop and carry out economic development programs and enter economic development agreements consistent with the budget. Economic development programs may include advertising (including the use of advertising firms within budgetary authority), and promotion of the Port Authority, including its properties, facilities and services. Such economic development programs shall be reviewed by the Board from time to time.

XXI. CHELAN AIRPORT

The Chief Executive Officer is authorized to work with the City of Chelan on all matters involving the jointly owned City of Chelan Airport consistent with the Joint Operating Agreement between the parties.

XXII. ACCOUNTING AND AUDITING SERVICES

Subject to Section 4(X), the Chief Executive Officer is authorized to retain necessary services from recognized accounting and auditing firms. Such services may include the comprehensive annual financial report, audits, and appropriate accounting services as required, at established rates for such services in the area.

XXIII. REIMBURSABLE SERVICES

The Chief Executive Officer is authorized to enter into agreements pursuant to which the Port Authority will provide reimbursable services, when such services are part of normal Port Authority operations or incident thereto.

XXIV. GOVERNMENTAL AFFAIRS CONTRACTS

The Chief Executive Officer is authorized to enter into governmental affairs contracts subject to said expense appearing in the budget and subject to each individual contract not exceeding \$5,000 per month, not including reimbursable expenses.

XXV. ABSENCE OF CHIEF EXECUTIVE OFFICER

In addition to any other authority expressly delegated herein to the Director of Finance and Administration, in the absence of the Chief Executive Officer, the Director of Finance and Administration shall have all of the authority set forth in this Resolution. When relying on this Article XXIV, the Director of Finance and Administration shall notify the President of the Board as soon as reasonably possible of the exercise of any delegated authority.

XXVI. BOARD RETAINED AUTHORITY

Except as specifically set forth by the Board in the preceding portion of this Resolution, or unless specifically set forth by the Board in the preceding portion of this Resolution, or unless specifically authorized by other action of the Board, the Board shall retain the following authority:

- a. To approve leases, contracts, purchases, change orders, and other agreements exceeding the delegation set forth above;
- b. To borrow funds;
- c. To establish levy rates;
- d. To oversee the work of the internal auditor and legal counsel;
- e. To establish levels of compensation and adjustments, including benefits, for the Chief Executive Officer;
- f. To approve check registers , budgets, and amendments thereto (including line-item adjustments);

g. To determine and establish the direction, goals, and policies of the Port Authority, unless specific direction for the determination or implementation has been given to the Chief Executive Officer or to others;

h. To change the duties and responsibilities of the Chief Executive Officer at any time by the specific action of the Board, including amendment or modification to this Resolution; and

i. To delegate specific authority, whether or not described herein, to a Board Member or another employee of the Port Authority, by motion made and approved at an open public meeting (e.g. delegating authority to a Board Member to approve any changes made to an agreement that has been approved by the Board; delegating signature authority to a Port Authority employee overseeing a particular project).

ADOPTED by the Board of Directors of the Chelan Douglas Regional Port Authority this 14th day of December, 2021, and duly authenticated in open session by the signatures of the Board of Directors voting in favor thereof.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director

Rory Turner, Director

W. Alan Loeb sack, Director

Memo

To: Board of Directors

From:  Jim Kuntz

Date: December 9, 2021

Re: Lytle Purchase & Sale Agreement

I am pleased to report Christopher Lytle has signed the attached Purchase & Sale Agreement. The sales price for the 4.76 acres is \$647,535 or \$136,036 per acre.

The appraised value of the property, including all the structures, is \$616,700. We are paying slightly above the appraised value, but well within the margins that the FAA will reimburse us for with a 90% grant.

The acquisition of the property is only one of the expenses. Federal law requires the payment of moving expenses. Please find attached the projected moving expenses from EPIC Land Solutions, a firm we retained to coordinate the move. Additional expenses will be the appraisal costs and the Phase I Environmental Assessment. All reimbursable by the FAA.

A Phase I Environmental Assessment was recently completed by RH2 Engineering. Nothing in their report was a cause for concern.

Lastly, the Regional Port Board will need to approve an "Asset Allocation Memo" for this property. Please find enclosed staff's recommendation, which is consistent with the Piepel Property acquisition.

PURCHASE AND SALE AGREEMENT

THIS PURCHASE AND SALE AGREEMENT ("Agreement") is made by and between the Chelan Douglas Regional Port Authority, a municipal corporation ("Purchaser"), and Christopher L. Lytle, a married man dealing in his sole and separate estate ("Seller"), sometimes hereinafter individually referred to as a "Party" and collectively as "Parties".

RECITALS

- A. Purchaser owns and operates Pangborn Memorial Airport (the "Airport").
- B. Purchaser is pursuing the installation of an instrument lighting system to increase landing approach efficiency and pilot visual guidance in variable weather conditions, all in the interest of the public benefit and safety (the "Project").
- C. The Project requires the acquisition of real property adjacent to the Airport.
- D. Seller owns real property adjacent to the Airport, and located within the area impacted by the Project (including area with the Airport Runway Protection Zone).
- E. Purchaser needs and wishes to acquire the Seller's real property in furtherance of the Project.
- F. Purchaser and Seller have been in lengthy negotiations, and Seller has agreed to sell the real property in lieu of condemnation by the Purchaser, all on the terms and conditions stated herein.

AGREEMENT

1. **Recitals and Exhibits.** The foregoing Recitals and any Exhibits referenced in this Agreement are incorporated herein by this reference.
2. **Purchase and Sale.** Seller hereby agrees to sell and Purchaser hereby agrees to purchase real property situated in the county of Douglas, state of Washington, and legally described on Exhibit A, attached hereto, having Assessor's Tax Parcel Number 22210840006 (the "Property").
3. **Purchase Price and Terms.** The total purchase price is SIX HUNDRED FORTY SEVEN THOUSAND FIVE HUNDRED THIRTY FIVE and No/100 Dollars (\$647,535.00 US) for the Property. The purchase price will be payable in cash at Closing.
4. **Conveyancing.** At closing, Seller shall sign, execute, and deliver a Statutory Warranty Deed for the Property to Purchaser and/or closing agent, free of encumbrances or defects of title, except as may be accepted or waived by Purchaser as described in Section 5, below.
5. **Title.** The Seller shall convey marketable title at Closing.

1.1 The following shall not be considered encumbrances or defects of title, (hereafter "Permitted Exceptions"):

1.1.1 Rights reserved in federal patents or state deeds, and building or use restrictions general to the area;

1.1.2 Existing easements conditions, restrictions, covenants, and matters of record not impacting or inconsistent with Purchaser's intended use; and

1.1.3 General real estate taxes, special assessment, or other levies assessed against the Property not due and payable.

1.2 Within twenty (20) days from the date of the execution of this Agreement, the Seller will obtain a preliminary commitment for title insurance ("Title Commitment") issued by Central Washington Title Services, Inc. at Purchaser's sole cost and expense. Purchaser shall give written notice to Seller within twenty (20) days of the receipt of the Title Commitment of any defects or encumbrances, other than Permitted Exceptions specified in Section 1.1, in Seller's title to which Purchaser objects (the "Objection"). Seller shall exercise reasonable good faith to attempt to remove matters to which an objection is made. If Seller is unable to cure the defects objected to by Purchaser within twenty (20) days after receipt of the Objection, unless the time is extended in writing, then Purchaser may elect either to waive such defects, or to terminate this Agreement.

1.3 Purchaser shall be entitled, at Purchaser's sole expense to procure an owner's policy of title insurance for the Property.

6. Seller Representations. Seller represents and warrants to the best of Seller's knowledge:

1.4 That Seller shall maintain the Property in its present condition until Closing; provided, however, that Seller may remove and relocate any or all buildings on the Property prior to closing, at Seller's sole expense and election provided such removal is in conformity with the provisions of the Lease Agreement, and the site of the buildings is left at grade, with the Property free of debris. The Purchaser has determined that the salvage value of such buildings is zero, therefore Seller does not need to purchase buildings from Purchaser and Seller shall have full salvage rights. The Seller acknowledges that as of Closing all buildings and improvements on the Property shall become the sole and exclusive property of the Purchaser, subject solely to the lease back provisions of Section 9.

1.5 That Seller has no knowledge or notice from any governmental agency of any violation of laws relating to the Property;

1.6 That there is no litigation pending against Seller or regarding the Property that might impact the value of or title to the Property or which may affect the intended use of the Property by the Purchaser. That there are no claims made or asserted against the Seller or

regarding the Property that might impact the value of or title to the Property or which may affect the intended use of the Property by the Purchaser.

1.7 That there are no financial encumbrances or leases (e.g. liens, judgments, mortgages, deeds of trust) impacting the Property or any personal property thereon, that will not be discharged at Closing by Seller;

1.8 No part of the Property contains fill or has been used as a dump site; and

1.9 Any and all agricultural or other operations on the Property have been conducted in compliance with applicable laws and regulations.

The Parties acknowledge that Seller, or his predecessors in interest, have historically stored and used on the Property pesticides and herbicides that are standard in the tree fruit and agricultural industry.

7. **Contingencies.** Closing of the transaction set forth in this Agreement is conditioned on the following contingencies:

1.10 Final approval by the Purchaser's Board;

1.11 Purchaser's inspection and acceptance of the condition of the Property. Purchaser's inspection may include, at Purchaser's sole option, an inspection of the Property for hazardous materials, a soil/stability inspection, and an environmental assessment.

All inspections under this Section 7.2 will be (a) ordered by Purchaser, (b) performed by an inspector of Purchaser's choice and (c) completed at Purchaser's expense. Seller hereby grants to Purchaser a right of entry for the purpose of performing such inspections. Purchaser agrees to indemnify, defend and hold Seller harmless from any and all activities of Purchaser, or Purchaser's inspection agents in pursuing the inspection authorized herein.

The Purchaser shall have forty-five (45) days from the date of mutual execution of this Agreement (the "Inspection Period") to inspect and investigate the Property. The Purchaser shall have the right to enter the Property to conduct inspections and investigation, provided that Purchaser shall be solely responsible for restoring the Property to the condition that existed prior to said entry. The Purchaser shall be responsible for any and all damage caused to the Property arising from or related to said inspection and investigation and agrees to indemnify and hold the Seller harmless in this regard. At any time during the Inspection Period, the Purchaser may provide a written notice of termination to Seller. In this event, this Agreement shall be of no further force or effect between the Parties. If the Purchaser does not provide notice of termination to the Seller, the inspection contingency shall be deemed satisfied.

8. **Time for Closing - Responsibilities of Parties.** The Closing of this transaction shall occur at Central Washington Title Services, Inc., ("Escrow Agent") as soon as reasonably possible upon

the satisfaction of all contingencies set forth in Section 7, above, and no later than December 31, 2021. The date of closing or "Closing" shall be construed as the date upon which all appropriate documents are recorded and the proceeds of this sale are available for disbursement to Sellers.

The Purchaser and Seller shall deposit with the closing agent all instruments, documents and monies necessary to complete the sale in accordance with this Agreement. Purchaser shall pay all costs associated with the transfer hereunder, including the costs of recording, title policy premiums, document preparation, escrow fees, and all other closing costs and real estate excise tax, if any. Each Party shall pay the prorated portion of real and personal property taxes, utilities and other assessments based on the date of closing.

9. **Possession and 90-Day Leaseback.** On the date of Closing, the Seller shall deliver possession to Purchaser of the Property. Notwithstanding the foregoing, Seller shall have the ability to lease back the Property on the terms and conditions set forth in the Lease Agreement attached hereto as Exhibit "B."

10. **Indemnification.** Seller hereby agrees to defend, indemnify and hold the Purchaser harmless from and against any and all claims, assessments, liens, damages, losses and costs, including attorneys' fees, expenses, or claims of any kind or nature whatsoever arising from or related to the Seller's use, ownership or lease back of the above-described Property, including the Purchaser's attorneys' fees and costs incurred in enforcing this indemnity and hold harmless provision.

11. **Brokerage Fees.** The Purchaser will not incur any finder's fees, broker's fees or commissions, or similar obligations in connection with the Property acquisition. Seller agrees to indemnify and hold the Purchaser, its agents, representatives, and advisors harmless from any claims or any such fees or commissions and all costs and expenses for defending any alleged claim therefor (including costs and attorney's fees on appeal, if any) arising out of the acts of the Seller, his agents or employees. Purchaser agrees to indemnify and hold the Seller, his agents, representatives, and advisors harmless from any claims or any such fees or commissions and all costs and expenses for defending any alleged claim therefor (including costs and attorney's fees on appeal, if any) arising out of the acts of the Purchaser, its agents or employees.

12. **Default.** Time is of the essence of this Agreement. If Seller defaults (that is, fails to perform the acts required of it) in its contractual performance herein, the Purchaser may seek specific performance pursuant to the terms of this Agreement, damages or rescission and return of the Earnest Money, in addition to all other rights and remedies available at law or in equity.

13. **Independent Counsel.** Seller acknowledges, understands and agrees that Purchaser is represented by Ogden Murphy Wallace, P.L.L.C. and Seller has been advised to seek independent counsel for legal advice and review of all documents in this transaction.

14. **Risk of Loss.** If prior to closing, improvements on the Property shall be destroyed or materially damaged by fire or other casualty, this Agreement, at option of Purchaser, shall become null and void, or the Parties may agree to an adjustment of the purchase price. If Purchaser elects to continue with the purchase, all insurance proceeds, if any, shall be payable to Purchaser.

15. **Fixtures, Attachments and Improvements.** All fixtures, attachments and improvements located on the Property, if any, are included in the sale; provided, that the Parties acknowledge Purchaser's intention to remove a carport, shop building and hay storage building from the Property to be retained by Seller. Such removal must be done reasonably with no or minimal disturbance or damage to the surface of the Property. Seller shall restore to a reasonably even and flat level the surface of the Property where such removed improvements were located, free of debris.

16. **Leased Fixtures.** The following fixtures presently are leased from third parties and not subject to this Agreement: NONE.

17. **Modification/Waivers.** To be effective and binding upon the Parties hereto, all modifications or waivers of any condition of this Agreement shall be in writing and signed by the Parties.

18. **Notices.** Notice hereunder shall be in writing and may be mailed or delivered. If mailed, such notices shall be sent postage prepaid, certified or registered mail, return receipt requested, and the date marked on the return receipt by the United States Postal Service shall be deemed to be the date on which the party received the notice. Notices shall be mailed or delivered as follows:

TO PURCHASER:

Chelan Douglas Regional Port Authority
One Campbell Parkway, Suite A
East Wenatchee, WA 98802
Attn: James M. Kuntz, Chief Operating Officer

TO SELLER:

Christopher Lytle
5690 Rock Island Road
Rock Island, WA 98850

19. **Governing Law and Venue.** This Agreement shall be governed by and interpreted in accordance with Washington law. Any litigation arising out of or in connection with this Agreement shall be conducted in Douglas County, Washington.

20. **Successors.** This Agreement shall be binding upon and shall inure to the benefit of the respective successors, heirs and assigns of each of the Parties.

21. **Encumbrance During Interim.** Seller shall not financially encumber the Property prior to Closing, unless the encumbrance is discharged or satisfied at Closing.

22. **Survival.** All representations and warranties made under this Agreement, and all duties, rights and obligations of the Parties, shall survive closing and shall not merge with the recordation of the Deed.

23. **Attorney's Fees.** If any suit or proceeding is instituted by any Party, including, but not limited to, filing of suit or requesting an arbitration, mediation or alternative dispute resolution process (collectively "proceedings"), and appeals and collateral actions relative to such suit or proceedings, the substantially prevailing party as determined by the court or in the proceeding shall be entitled to recover its reasonable attorney's fees and costs and expenses incurred relative to such suit or proceeding from the substantially non-prevailing party, in addition to such other available relief.

24. **Counterparts.** This Agreement may be executed separately or independently in any number of counterparts and may be delivered by manually signed counterpart or electronically. Each and all of these counterparts shall be deemed to have been executed simultaneously and for all purposes to be one document, binding as such on the Parties. The electronic transmission of any signed original document, and retransmission of any signed electronic transmission, shall be the same as delivery of an original. At the request of either Party, or the Escrow Agent, the Parties will confirm electronically transmitted signatures by signing an original document.

25. **General Provisions.** Time is of the essence. There are no verbal agreements which modify this Agreement. Any and all subsequent modifications of this Agreement shall be in writing. Purchaser's rights under this Agreement are assignable, without restriction.

26. **Effective Date of this Agreement.** The "effective date of this Agreement" shall be the date of the last signature set forth below.

DATED: _____

DATED: 12-06-2021

PURCHASER:

SELLER:

CHELAN DOUGLAS REGIONAL PORT
AUTHORITY

By: _____
James M. Kuntz, Chief Executive
Officer



Christopher L. Lytle

EXHIBIT "A"
Legal Description

22-21-08-40-006

The South half of the Southwest quarter of the Northeast quarter of the Southeast quarter of Section 8, Township 22 North, Range 21, E.W.M., Douglas County, Washington, EXCEPT the Westerly 30 feet for North Stark Ave, as conveyed to Douglas County by deed recorded under Auditor File No. 120007,

AND EXCEPT a portion of the South half of the Southwest quarter of the Northeast quarter of the Southeast quarter of Section 8, Township 22 North, Range 21, E.W.M., Douglas County, Washington, further described as follows:

Beginning at the Southwest corner of the Northeast quarter of the Southeast quarter of said Section 8; thence North 89°24'26" East along the South line of said subdivision line a distance of 30.15 feet to the Easterly right of way of North Stark Avenue; thence continuing along said subdivision line, North 89°34'06" West a distance of 503.98 feet to the Northerly right of way of Grant Road; thence North 89°33'52" East along the said right of way a distance of 62.33 feet to the True Point of Beginning; thence continuing along said right of way North 89°33'52" East a distance of 59.84 feet to the Southeast corner of the South half of the Southwest quarter of the Northeast quarter of the Southeast quarter of said Section 8; thence North 00°17'47" West a distance of 330.84 feet to the Northeast corner of the South half of the Southwest quarter of the Northeast quarter of the Southeast quarter of said Section 8; thence South 89°33'44" West along the North line of the South half of the Southwest quarter of the Northeast quarter of the Southeast quarter of said Section 8 a distance of 313.31 feet; thence South 37°48'24" East a distance of 416.28 feet to the True Point of Beginning.

TOGETHER WITH that portion of the North half of the Southwest quarter of the Northeast quarter of the Southeast quarter of Section 8, Township 22 North, Range 21, E.W.M., Douglas County, Washington, further described as follows:

Beginning at the Southwest corner of the Northeast quarter of the Southeast quarter of said Section 8; thence North 89°24'26" East along the South line of said subdivision line a distance of 30.15 feet to the Easterly right of way of North Stark Avenue; thence North 00°21'26" West along the Easterly right of way of North Stark Avenue a distance of 330.78 feet to the True Point of Beginning; thence continuing along said right of way North 00°21'25" West a distance of 330.76 feet; thence along the North line of the North half of the Southwest quarter of the Northeast quarter of the Southeast quarter of said Section 8, North 89°33'58" East a distance of 60.12 feet; thence South 37°48'24" East a distance of 416.18 feet to the South line of the North half of the Southwest quarter of the Northeast quarter of the Southeast quarter of said Section 8; thence South 89°33'44" West along the South line of the North half of the Southwest quarter of the Northeast quarter of the Southeast quarter of said Section 8 a distance of 313.19 feet to the True Point of Beginning.

Also known as Parcel A of BLA 2021-10 recorded March 12, 2021 under Auditor File No. 3241049, records of Douglas County, Washington.

EXHIBIT B
Form of Lease

COMMERCIAL LEASE AGREEMENT

THIS LEASE AGREEMENT (the "Agreement") is made and entered into to be effective as of the date of closing of the purchase and sale transaction between the Parties, namely, the Chelan Douglas Regional Port Authority, a municipal corporation (hereinafter "Landlord") and Chris Lytle, a married man as his separate estate (hereinafter "Tenant"). As of the date of closing, Landlord is acquiring fee title to the real property described herein from the Tenant. Tenant and Landlord are sometimes referred to herein collectively as the "Parties."

The Parties agree as follows:

1. **Premises.** Landlord hereby leases to Tenant that real property, commonly known as 305 N. Stark Ave., East Wenatchee, Washington (the "Premises") and legally described on Exhibit A, attached hereto and incorporated by this reference.
2. **Term of Lease.** The term of the lease of the Premises shall be for ninety (90) days, commencing as of the close of escrow of Landlord's acquisition of the Premises from Tenant (the "Original Term"), subject to the option to extend set forth below.
 - 2.1 **Option to Extend.** If Tenant is not in default at the expiration of the Original Term, Tenant shall have the right to extend the lease for a term commencing at the end of the Original Term, through, but not exceeding, April 30, 2022 (the "extended Term"). Tenant shall give Landlord at least thirty (30) days written notice prior to the end of the Original Term indicating whether or not Tenant intends to exercise the option to extend. The terms and provisions for the renewal term shall be identical with the Original Term. If Tenant provides no notice, the Tenant shall vacate at the end of the Original Term.
3. **Rent.** In compliance with RCW 8.25, and Title 49 CFR, Part 24, Tenant shall occupy the Premises rent free during the Original Term. A lease for any period beyond 90 days requires the payment of fair market rent to the Purchaser. For the extended Term, Tenant shall pay Landlord rent in the amount of Two Thousand Two Hundred Seventy-Five and No/100 Dollars (\$2,275.00 US) per month, which is inclusive of the leasehold excise tax, if any, payable hereunder. Rent shall be due in advance on the 15th day of each calendar month during the extended Term; provided, however, that for any portion of the extended Term for which rent is payable for less than a full month, the rent payable shall be prorated and payable based on a 30-day month, at a per diem rate of \$76.00 (inclusive of leasehold excise tax). Rent shall be payable in United States currency and in the form of cash, a personal check or cashier's check.

3.1 **Place of Payment.** All payments of rent shall be sent to Landlord's address for notices.

3.2 **Late Fee.** If the event Tenant fails to pay rent when due, a late fee shall be assessed against Tenant and in favor of Landlord in the amount of \$5.00 per day if rent is not paid on or before the 20th day of each month. Any check returned for insufficient funds shall be charged a fee of \$35.00 and constitute a late payment subject to late fees as provided herein.

4. **Walkthrough Inspection and Proof of Payment of Utilities.** At the end of the Lease term, the Parties will undertake a walkthrough inspection of the Premises unless the Landlord specifically waives the walkthrough inspection, in writing. The purpose of the walkthrough inspection is to ensure that the Tenant has removed any and all personal property, including, without limitation, any and all trash, debris, building materials or refuse of whatsoever nature, and left the Premises in at grade condition for any removed buildings. Any items left on the Premises, or the failure to leave the Premises in a reasonably clean condition could result in the creation of a public health nuisance, for which the Tenant may be held liable, and for which the Landlord may seek to recover from the Tenant.

In addition, Tenant shall provide Landlord with proof of payment in full, through and including the last day of the tenancy hereunder, of all utilities serving the Premises which may become a lien on the Premises. Such proof shall be from the provider of the utility, in a form acceptable to the Landlord in the Landlord's reasonable discretion. Tenant's failure to do so shall permit the Landlord to retain the entire Security Deposit.

5. **Possession.** Tenant shall be entitled to possession of the Premises upon the effective date of this Lease.

6. **Services and Utilities.** Tenant shall pay the costs of any and all utilities furnished to the Premises during the term of this Lease Agreement. Such obligation shall be independent from, and in addition to, the payment or abeyance of any rent under Section 3, above. Tenant expressly acknowledges that Landlord shall have the right to pursue the Tenant for collection of any utilities that remain unpaid at the end of the term hereunder. By signature hereto, Tenant expressly authorizes Landlord to obtain directly from the utility providers, and without necessity of further authorization by Tenant, information regarding the payment of the utilities by the Tenant.

7. **Removal of Improvements.** The Parties acknowledge that Tenant shall be solely responsible for making all normal and necessary repairs and replacements to the Premises desired by Tenant, including, but not limited to, the piping, plumbing system, water system, window glass, fixtures, electrical and mechanical systems. The Parties acknowledge that Tenant may remove all personal property and buildings remaining on the Premises during the Original Term or any extension Term. If the Tenant elects to remove the buildings, the Property must be left in an at grade condition. In all events, the Property must be left free of debris. Tenant shall

be liable for and hereby agrees to reimburse Landlord for the actual costs of any maintenance or repair to the Premises which is necessitated by the negligence or other tortious action of Tenant or Tenant's guests or invitees which shall be due and payable to Landlord at the same time that the next month's rental payment is due.

8. **Taxes and Assessments.** Landlord shall pay all real property taxes and assessments against the Property by Douglas County or other taxing district. Tenant shall pay all other costs, fees and expenses assessed against the Premises during Tenant's occupancy.

9. **Loss or Destruction of Property.** Tenant shall provide Tenant's own insurance for Tenant's personal property. Landlord shall not be responsible for fire, theft or damage to Tenant's personal property located on the Premises whether in a dwelling unit, garage, storage area or the yard.

10. **Assignment and Subletting.** Tenant shall not assign this Agreement or sublet any portion of the Premises without the prior written consent of Landlord, which consent may be unreasonably and arbitrarily withheld.

11. **Use of Premises.** Tenant shall use the Premises for commercial and equipment storage purposes only. Tenant shall not reside on the premises, sublet the Premises or allow any unlawful use of the Premises.

12. **Compliance with Law.** Tenant shall comply with all laws and shall observe all applicable ordinances, laws and regulations pertaining to the Premises. Tenant shall not commit or allow to be committed any waste upon the Premises or allow any public or private nuisance.

13. **Indemnification.** Tenant agrees to indemnify and hold Landlord harmless from and against any loss, cost, including attorney's fees and costs, claim, expense and manner arising from or relating to Tenant's possession of the Premises from and after the date of this lease; including, but not limited to, loss arising from theft, vandalism or loss of personal property due to any cause whatsoever.

14. **Tenant's Default.** Tenant shall be in default for any of the following circumstances:

14.1 Failure to make any rental payment or pay any other monetary obligation hereunder when due; or

14.2 Failure to perform or abide by any other term, condition or obligation contained in this Agreement;

15. **Landlord's Remedies.** In the event Tenant is in default under the terms of this lease, Landlord shall be entitled to exercise the following remedies:

15.1 If Tenant is in default for failure to pay rent, Landlord shall have the right, upon three (3) days written notice to repossess the Premises, either by summary proceedings (i.e., unlawful detainer), or surrender, all in accordance with applicable law.

15.2 Landlord shall have the right to exercise any and all other remedies provided by the Washington State Residential Landlord/Tenant Act, including termination of the lease.

16. **Non-Waiver.** The failure of the Landlord to insist upon strict performance of any covenant or agreement of this Agreement shall not be construed as a waiver of such covenant or agreement but the same shall remain in full force and effect.

17. **Right of Entry.** Landlord may enter the Premises, at any reasonable time, with a minimum of forty-eight (48) hours advance notice to the Tenant.

18. **AS-IS. NO WARRANTY.** TENANT ACKNOWLEDGES TENANT IS FAMILIAR WITH THE PROPERTY, HAS INVESTIGATED SAME, AND HAS BEEN PROVIDED WITH ADDITIONAL OPPORTUNITIES TO INVESTIGATE THE PROPERTY PRIOR TO THIS LEASE AGREEMENT. TENANT ACKNOWLEDGES AND AGREES THAT IT IS RELYING SOLELY ON ITS INSPECTION AND INVESTIGATION OF THE PROPERTY, AND ACCEPTS THE PROPERTY "AS IS, WHERE IS" IN ITS PRESENT CONDITION WITH NO WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, EITHER ORAL OR WRITTEN, MADE BY LANDLORD OR ANY EMPLOYEE, AGENT OR REPRESENTATIVE OF LANDLORD WITH RESPECT TO THE PHYSICAL CONDITION OF THE PROPERTY.

19. **Time.** Time is of the essence in this Agreement.

20. **Savings Clause.** Nothing in this Agreement shall be construed so as to require the commission of any act contrary to law, and wherever there is any conflict between any provisions of this Agreement and any statute, law, public regulation or ordinance, the latter shall prevail, but in such event, the provisions of this Agreement affected shall be curtailed and limited only to the extent necessary to bring it within legal requirements.

21. **Notices.** Any notices shall be effective if personally served upon the other party or if mailed by registered or certified mail, return receipt requested, to the address set forth next to the Party's signature below. Notice may also be given to the Tenant by posting a notice prominently at the Premises. Notice shall be deemed given on the date of mailing. Landlord and Tenant shall notify each other of any changes of address.

22. **Governing Law and Venue.** This Agreement shall be governed by the laws of the state of Washington and venue from any action arising from this Agreement shall be Douglas County, Washington.

23. **Counterpart and Facsimile Signatures.** This Agreement may be signed in counterparts, each of which shall be an original but all of which shall constitute one and the same document. Signatures transmitted by facsimile shall be deemed valid execution of this Agreement, binding on the Parties.

LANDLORD:

TENANT:

PANGBORN MEMORIAL AIRPORT

By: EXHIBIT
James Kuntz, Chief Operating Officer

EXHIBIT
Christopher Lytle

Dated: _____

Dated: _____

Address:
One Campbell Parkway, Suite A
East Wenatchee, WA 98802

Address:
5690 Rock Island Road
Rock Island, WA 98850

**EXHIBIT "A" to Lease
Legal Description**

22-21-08-40-006

The South half of the Southwest quarter of the Northeast quarter of the Southeast quarter of Section 8, Township 22 North, Range 21, E.W.M., Douglas County, Washington, EXCEPT the Westerly 30 feet for North Stark Ave, as conveyed to Douglas County by deed recorded under Auditor File No. 120007,

AND EXCEPT a portion of the South half of the Southwest quarter of the Northeast quarter of the Southeast quarter of Section 8, Township 22 North, Range 21, E.W.M., Douglas County, Washington, further described as follows:

Beginning at the Southwest corner of the Northeast quarter of the Southeast quarter of said Section 8; thence North 89°24'26" East along the South line of said subdivision line a distance of 30.15 feet to the Easterly right of way of North Stark Avenue; thence continuing along said subdivision line, North 89°34'06" West a distance of 503.98 feet to the Northerly right of way of Grant Road; thence North 89°33'52" East along the said right of way a distance of 62.33 feet to the True Point of Beginning; thence continuing along said right of way North 89°33'52" East a distance of 59.84 feet to the Southeast corner of the South half of the Southwest quarter of the Northeast quarter of the Southeast quarter of said Section 8; thence North 00°17'47" West a distance of 330.84 feet to the Northeast corner of the South half of the Southwest quarter of the Northeast quarter of the Southeast quarter of said Section 8; thence South 89°33'44" West along the North line of the South half of the Southwest quarter of the Northeast quarter of the Southeast quarter of said Section 8 a distance of 313.31 feet; thence South 37°48'24" East a distance of 416.28 feet to the True Point of Beginning.

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Also known as Parcel A of BLA 2021-10 recorded March 12, 2021 under Auditor File No. 3241049, records of Douglas County, Washington.

Jim Kuntz

From: Dianna Nausley-McKeon <dnausley@epicland.com>
Sent: Thursday, November 18, 2021 2:33 PM
To: Jim Kuntz; Trent Moyers
Cc: Monica Lough; Chris Mansfield
Subject: RE: T&O CDRPA - Pangborn Memorial Airport - Lytle Move Recommendation

Good afternoon Jim and Trent –

I met with Mr. Lytle on Tuesday to go over his relocation assistance entitlements. I delivered both Move Entitlement letters, one for his personal property and one for Shangri-La Orchards, and he signed the acknowledgement receipt for both. We talked a little about the Purchase and Sale Agreement. He mentioned he did not sign because it did not contain the necessary information regarding the salvage of the buildings and some other key dates. I explained that the relocation efforts are a separate program and as such, will not appear in the PSA. He understood.

He and I reviewed all the relocation documents that show what he is eligible to receive under the Relocation Assistance program, specifically we discussed the following:

Personal Property Only Relocation

1. Move entitlement of \$10,872.08 – he will receive this to move the property associated with the house/PPO to another location within 50 miles. Mr. Lytle will have Eagle Transfer move the items in the house and he will want to move the cars. We will work with Eagle to figure out how much to reduce their fees for the removal of that work that will be done by Mr. Lytle.
2. Storage - He mentioned he does not have anywhere to move the personal property at this time and noticed in the brochure I provided to him that he is entitled to storage cost up to 12 months. He would like the items moved to a storage unit until he gets the buildings he is salvaging moved to his remainder and his new shop constructed. I explained I would present his request to the Port for approval. Epic will need to work with the mover to identify the size of a unit/units that will be needed to accommodate the items. Once we establish size; we will look for available storage units to find the one that offers the most reasonable cost. That amount will need to be reviewed and approved by the Port.
3. If the items go to storage, they can be moved at any time by Eagle Transfer.

Shangri-La Orchards

1. Move entitlement of \$23,103.17 – he will receive this to move the property associated with his orchard business to another location within 50 miles. He informed me he is salvaging a few of the buildings and having a new shop constructed on his remainder property. Mr. Lytle will more than likely move all this personal property on his own without using Eagle Transfer.
2. Related Moving Expenses – Mr. Lytle is eligible for costs associated with bringing utilities in from the right of way to the improvement. The cost to construct the new shop is not an eligible item for reimbursement, however the cost to bring in utilities is eligible. This benefit is not capped but will need to fit the test of actual, reasonable, and necessary. Mr. Lytle will need to submit a paid invoice for the work or an invoice directing payment to be made by the Port on behalf of the property owner directly to the contractor.
3. Reestablishment Expenses – up to \$50,000 which is WA statutory limit (higher than the federal limit of \$25,000) – Mr. Lytle will be able to make any necessary repairs or modifications to the replacement property as required by federal, state, or local law, code or ordinance. He may be required to install a bathroom in his new shop which would be eligible for reimbursement up to the WA state statutory maximum. We discussed he will need to get this cost extracted from the overall cost to construct his shop to seek reimbursement. We also talked about modifications to the replacement property to accommodate the business operation or make the replacement structure suitable for conducting business. This is where Mr. Lytle can build out an office to

conduct his business. Again, he will need to have his contractor extract out the amount that is attributed to the construction of the office. I reiterated that all expenses claimed under reestablishment cap out the maximum of \$50,000. Also stressed that the purchase or building of capital assets is not eligible for reimbursement.

4. Mr. Lytle mentioned that is being allowed to stay in his currently shop longer than the 90-day free rental period as he will need a place to operate his orchard during the time he is salvaging and moving the buildings to the remainder as well as building his new shop. Once he shop is complete he will move the personal property from his existing shop to the new one. I told him all the personal property must be moved prior to claiming his move benefit.
5. Mr. Lytle is concerned about supply chain, contractor availability issues, and weather (snow) and how that will impact him moving to his remainder. I explained he needs to make it a priority to get a contractor hired to move the buildings and get the shop constructed. We agreed it would be best to just move forward with the process and get this behind him.

Mr. Lytle should have no other relocation questions/concerns that would prevent him from signing the PSA. Please let me know if you have any questions or concerns.


Thank you,




Dianna Nausley-McKeon, SR/WA, R/W-RAC

Regional Manager | Epic Land Solutions, Inc.

 dnausleymckeon@epicland.com

 (360) 350-4786

 1950 Black Lake Boulevard SW, Suite B, Olympia, WA 98512

 epicland.com

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From: Jim Kuntz <Jim@cdrpa.org>

Sent: Thursday, November 11, 2021 2:39 PM

To: Dianna Nausley-McKeon <dnausley@epicland.com>

Cc: Trent Moyers <trent@cdrpa.org>; Monica Lough <Monica@cdrpa.org>

Subject: RE: T&O CDRPA - Pangborn Memorial Airport - Lytle Move Recommendation

Thanks Dianna

Jim Kuntz

Chief Executive Officer

One Campbell Parkway Suite A, East Wenatchee, WA 98802

 509.884.4700 | Cell 509.336.5595 | www.cdrpa.org



**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
OWNERSHIP ALLOCATION MEMO
REAL PROPERTY ACQUIRED AFTER JANUARY 1, 2020
DOUGLAS COUNTY, WA PARCEL #22210840006 (Lytle)**

On November 12, 2019, the Chelan Douglas Regional Port Authority Board of Directors adopted a policy governing capital investments. Section 3 of that policy states that if there is an acquisition of real property after January 1, 2020, the Board of Directors is required to adopt an Ownership Allocation Memo as a means to allocate respective ownership interests in the property in the event of a dissolution.

The Board of Directors seeks to purchase approximately 4.76 acres of real property from Christopher Lytle adjacent to the Airport, and within the Airport Runway Protection Zone, identified as Douglas County, WA Assessor's Tax Parcel Number 22210840006. Funds currently held by the Chelan Douglas Regional Port Authority will be used for the entirety of the purchase which is estimated at \$647,535. Neither the Port of Chelan nor the Port of Douglas will be issuing separate debt or entering into a joint financing plan for the capital purchase.

Because the source of funds for the purchase will not be directly from either port district, the real estate will be owned by the Chelan Douglas Regional Port Authority.

In the event of dissolution of the Chelan Douglas Regional Port Authority, the parcel will be allocated to the two Port Districts based on the percentage of 2021 budgeted tax receipts, which calculates to 25% ownership by the Port of Douglas and 75% ownership by the Port of Chelan.

However, in the event the Chelan Douglas Regional Port Authority is able to secure a Federal Aviation Administration grant to reimburse the Regional Port for 90% of the acquisition cost, then ownership percentages shall be 50% by the Port of Douglas and 50% by the Port of Chelan.

Signed and dated this 14th day of December, 2021.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director

Rory Turner, Director

W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
OWNERSHIP ALLOCATION MEMO
TORRES REAL PROPERTY ACQUISITION
REAL PROPERTY ACQUIRED AFTER JANUARY 1, 2020
CHELAN COUNTY, WA PARCEL #222135100071**

On November 12, 2019, the Chelan Douglas Regional Port Authority Board of Directors adopted a policy governing capital investments. Section 3 of the policy addresses real property acquired after January 1, 2020. Under that section, the Board of Directors is required to adopt in advance an Ownership Allocation Memo as a means to allocate the percentage ownership of real property.

The Board of Directors has an interest in purchasing the Torres Property located in Malaga, Washington with a parcel number of 22213510007. The property encompasses approximately 10 acres with an anticipated acquisition price of \$625,800.

Because this property is located within Chelan County and the Port of Chelan County has the financial resources to acquire the property using its own resources, the Board hereby approves the acquisition of 100% of the Torres Property by the Port of Chelan County.

Once acquired, the Chelan Douglas Regional Port Authority shall manage the Torres Orchards Property pursuant to and consistent with CDRPA Resolution No. 2020-02.

Signed and dated this 14th day of December, 2021.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director

Rory Turner, Director

W. Alan Loeb sack, Director



**Terminal Parking Activity
Report May – November 2021**

Pangborn Memorial Airport Terminal Parking Lot

2021 Year-to-Date

Overall Parking Revenues					
	Gross		Fees		Net
May	\$ 26,776.76	\$	1,477.84	\$	25,298.92
June	\$ 31,168.79	\$	1,854.92	\$	29,313.87
July	\$ 31,242.32	\$	2,066.51	\$	29,175.81
August	\$ 32,798.53	\$	2,258.54	\$	30,539.99
September	\$ 38,534.00	\$	2,758.89	\$	35,775.11
October	\$ 38,174.00	\$	2,553.90	\$	35,620.10
November	\$ 33,595.14	\$	2,458.46	\$	31,136.68
Total	\$ 232,289.54	\$	15,429.06	\$	181,240.38

# of Transactions by Payment Method						
	Arrive		Flash		Other	Total
	Scan to Pay Apps	Website Widget	Text to Pay	Kiosk	EGOV	
May	203	69	81	208	6	567
June	196	133	54	222	14	619
July	239	140	60	202	7	648
August	275	168	52	178	5	678
September	277	261	48	217	10	813
October	294	204	56	214	12	780
November	246	202	45	178	13	684
Total	1730	1177	396	1419	67	4789

Number of Tickets				
	Paid	Paid Amount	YTD Outstanding	YTD Outstanding Amount
May	180	\$ 2,031.00		
June	210	\$ 2,189.00		
July	129	\$ 1,376.00		
August	175	\$ 1,881.00		
September	165	\$ 1,698.00		
October	225	\$ 2,439.00		
November	103	\$ 1,153.00		
Total	1187	\$ 12,767.00	511	\$ 5,972.00

Delinquency Rate: 2.5065%

Note: The Regional Port's management of the terminal parking began in May 2021.

Month of October 2021

Arrive

Tap to Pay Apps & Widget on PMA Website

			Num. of transactions
Income:	Long Term Widget	\$ 10,740.00	204
	Long Term Scan to Pay Apps	\$ 11,600.00	240
	Short Term Scan to Pay Apps	\$ 1,625.00	54
		<u>\$ 23,965.00</u>	<u>498</u>
Fees:	Short Term	\$ 111.73	
	Long Term	\$ 1,952.79	
		<u>\$ 2,064.52</u>	8.61%
Net:	\$ 21,900.48		

Flash Parking

Text to Pay & Terminal Kiosk (Long Term Only)

			Num. of transactions
Income:	Text to Pay	\$2,190.00	56
	Kiosk	\$8,780.00	214
		<u>\$ 10,970.00</u>	<u>270</u>
Customer Fees:	Text to Pay	\$ 19.60	
	Kiosk	\$ -	
		<u>\$ 19.60</u>	
Merchant Fees:	\$ 417.59		
Net:	\$ 10,552.41		
Payable to Flash (Pre-Tax):	\$ 19.60		

OmniPark Enforcement

PayMyNotice Webpage or Mail in Payment

			Notices by Lot	
Income:	Credit Card	\$ 1,865.00	165 LT	\$ 1,662.00
	Cash/Check	\$ 574.00	60 ST	\$ 777.00
		<u>\$ 2,439.00</u>	225	<u>\$ 2,439.00</u>
Merchant Fees:	USIO	\$ 71.79		
Net:	\$ 2,367.21			

Other

Monthly Parking Permit Holders \$800.00

Total Gross Revenue Received: \$ 38,174.00
Total Net Revenue Received: \$ 35,620.10

Month of November 2021

Arrive

Tap to Pay Apps & Widget on PMA Website

			Num. of transactions
Income:	Long Term Widget	\$ 10,590.00	202
	Long Term Scan to Pay Apps	\$ 10,190.00	188
	Short Term Scan to Pay Apps	\$ 1,482.00	58
		<u>\$ 22,262.00</u>	<u>448</u>
Fees:	Short Term	\$ 112.18	
	Long Term	\$ 1,942.42	
		<u>\$ 2,054.60</u>	9.23%
Net:		\$ 20,207.40	

Flash Parking

Text to Pay & Terminal Kiosk (Long Term Only)

			Num. of transactions
Income:	Text to Pay	\$ 1,720.00	45
	Kiosk	\$ 7,690.00	178
		<u>\$ 9,410.00</u>	<u>223</u>
Customer Fees:	Text to Pay	\$ 16.10	
	Kiosk	\$ -	
		<u>\$ 16.10</u>	
Merchant Fees:		\$ 332.07	
Net:		\$ 9,077.93	
Payable to Flash (Pre-Tax):		\$ 16.10	

OmniPark Enforcement

PayMyNotice Webpage or Mail in Payment

			Notices by Lot	
Income:	Credit Card	\$ 736.00	81 LT	\$ 870.00
	Cash/Check	\$ 417.00	22 ST	\$ 283.00
		<u>\$ 1,153.00</u>	103	<u>\$ 1,153.00</u>
Merchant Fees:	USIO	\$ 71.79	Approx. TBD	
Net:		\$ 1,081.21		

Other

Monthly Parking Permit Holders \$770.14

Total Gross Revenue Received: \$ 33,595.14
Total Net Revenue Received: \$ 31,136.68 Approx. pending Fees

Pangborn Memorial Airport Terminal Parking Lot

2021 Year-to-Date

Flight Data Comparison

	<i>Parking Transactions</i>	<i>Enplanements</i>		<i>Plane Departures</i>
<i>May</i>	567	4,215	13.45%	62
<i>June</i>	619	4,849	12.77%	72
<i>July</i>	648	5,749	11.27%	93
<i>August</i>	678	5,112	13.26%	78
<i>September</i>	813	4,593	17.70%	83
<i>October</i>	780	4,150	18.80%	68
<i>November</i>	684	3,404	20.09%	48
<i>Total</i>	<u>4,789</u>	<u>32,072</u>		<u>504</u>

Average Enplanement %

15.33%

Chelan Douglas Regional Port Authority
Parking Revenue Historical Data

	2020/2021			2019/2020			2018/2019		
	Gross	Credit Card Fees	Net to CDRPA	Gross	Credit Card Fees	Net to CDRPA	Gross	Credit Card Fees	Net to CDRPA
May	1,475.85	214.22	860.51	40,292.05	1,010.96	26,611.83	39,916.82	1,095.11	26,393.24
June	2,661.46	197.06	1,659.61	37,591.50	1,088.48	24,664.86	34,758.78	1,087.52	22,808.57
July	4,134.35	125.00	2,766.10	36,938.08	1,016.83	24,386.20	34,821.94	1,093.80	22,887.38
August	8,138.50	166.75	5,440.08	33,294.64	988.63	21,956.70	37,072.09	1,041.48	24,484.45
September	9,080.66	401.58	5,943.00	36,857.08	919.57	24,349.08	39,698.71	1,137.98	26,184.68
October	13,355.26	407.12	8,874.90	44,336.91	1,091.00	31,037.51	42,902.96	984.37	30,089.91
November	15,032.32	489.51	9,930.66	44,111.57	1,451.86	33,541.18	42,066.54	1,171.87	32,132.09
December	13,803.05	425.87	9,095.33	41,556.29	1,500.63	31,655.94	35,229.21	1,255.81	26,732.21
January	12,975.99	396.23	8,532.73	34,184.84	1,290.41	25,967.41	35,603.51	1,090.48	27,151.52
February	19,494.00	301.21	13,093.30	40,893.53	1,138.28	31,275.66	38,916.82	894.46	29,910.90
March	25,932.59	1,052.38	16,770.43	16,685.77	1,312.32	12,212.61	46,664.51	1,053.35	35,917.38
April	27,158.20	945.13	17,691.61	1,239.37	659.00	493.97	36,310.54	1,209.36	27,610.46
	153,242.23	5,122.06	100,658.26	407,981.63	13,467.97	288,152.95	463,962.43	13,115.59	332,302.79
Republic Share			47,461.91			106,360.71			118,544.05

Comments:

Prior to the 2017/2018 fiscal year, minimum payments of \$11,500 were received monthly, with an annual reconciliation and bulk payment.

70% of receipts up to \$225,000

80% of receipts over \$225,000

	Gross	CC	Net
2019	472,473.50	13,315.61	338,793.56
2020	160,684.96	6,827.12	114,519.84

Memo

To: Board of Directors

From: Stacie de Mestre

Date: December 9, 2021

Re: SoCo Crossing Architectural Plans

Per the Second Addendum to Purchase and Sale Agreement with S.P.O.R.T Wenatchee, LLC the Purchaser was to provide the Seller with a copy of the architectural plans no later than December 6, 2021 for review and comment to ensure consistency with Exhibit “B” of the Purchase and Sale Agreement. Please see attached for the pertinent pages of the architectural plans received by Staff on December 1, 2021.

ABBREVIATIONS	
AB	ANCHOR BOLT
ADJ	ADJACENT
AFF	ABOVE FINISH FLOOR
AL	ALUMINUM
ALT	ALTERNATE
APPROX	APPROXIMATE
ARCH	ARCHITECTURAL
AT	AT
BLDG	BUILDING
BLKG	BLOCKING
BOT	BOTTOM
CP	CAST IN PLACE
CLG	CEILING
CLM	CONCRETE MASONRY UNIT
COL	COLUMN
CONC	CONCRETE
CONT	CONTINUOUS
DIA	DIAMETER
DIM	DIMENSION
DIR	DIRECTION
DN	DOWN
DS	DOWN SPOUT
DWG	DRAWING
(E)	EXISTING
EA	EACH
ELEV	ELEVATION
ELEG	ELECTRICAL
EXT	EXTERIOR
EQ	EQUAL
EQUP	EQUIPMENT
FA	FIRE ALARM
FIN	FINISH
FE	FIRE EXTINGUISHER
FD	FLOOR DRAIN
FF	FINISH FLOOR
FLR	FLOOR
FND	FOUNDATION
FT	FOOT/FEET
FTG	FOOTING
GA	GAUGE
GALV	GALVANIZED
GB	GRAB BAR
GC	GENERAL CONTRACTOR
GWB	GYPSUM WALL BOARD
HB	HOSE BIB
HDR	HEADER
HDW	HARDWARE
HDWD	HARDWOOD
HGT	HEIGHT
HORIZ	HORIZONTAL
INSUL	INSULATION
INT	INTERIOR
JT	JOINT
LAM	LAMINATE
LAV	LAVATORY
LT	LIGHT
MAS	MASONRY OPENING
MATL	MATERIAL
MAX	MAXIMUM
MECH	MECHANICAL
MFR	MANUFACTURER
MIN	MINIMUM
MISC	MISCELLANEOUS
MO	MASONRY OPENING
MTL	METAL
(N)	NEXT
NIC	NICHE
NOM	NOMINAL
NTS	NOT TO SCALE
O/	OVER
OC	ON CENTER
OFCI	OWNER FURNISH, CONTRACTOR INSTALL
OFI	OWNER FURNISH, OWNER INSTALL
OPNG	OPENING
OPP	OPPOSITE
(P)	PROPOSED
PB	PARTICLE BOARD
PC	PREFAB
PIP	POURED IN PLACE
PL	PLATE
PLAM	PLASTIC LAMINATE
PLYND	PLYWOOD
PNT	PAINT
PTD	PAINTED
RD	ROOF DRAIN
REF	REFERENCE
REFR	REFRIGERATOR
REINF	REINFORCED
REQD	REQUIRED
RM	ROOM
RO	ROUGH OPENING
SHT	SHEET
SIM	SIMILAR
SOG	SLAB ON GRADE
SPEC	SPECIFICATION
SQ	SQUARE
STD	STANDARD
STL	STEEL
STN	STAIN
STOR	STORAGE
STRUCT	STRUCTURAL
SUSP	SUSPENDED
SYM	SYMMETRICAL
SS	STAINLESS STEEL
T	TREAD
TEL	TELEPHONE
T&G	TONGUE & GROOVE
TI	TENANT IMPROVEMENT
TOP	TOP OF...
TOP OF PLATE	TOP OF PLATE
TOP OF ROOF	TOP OF ROOF
TOP OF SLAB	TOP OF SLAB
TYP	TYPICAL
UN	UNLESS OTHERWISE NOTED
VB	VAPOR BARRIER
VET	VINYL COMPOSITE TILE
VERT	VERTICAL
VIF	VERIFY IN FIELD
VNG	VINYL WALL COVERING
W	WITH
WC	WATER CLOSET
WO	WOOD
WH	WATER HEATER
WIN	WINDOW
W/O	WITHOUT
WP	WATERPROOF

ARCHITECTURAL SYMBOLS	
(B) GRID LINE	PROPERTY LINE/CORNERS
LEVEL ELEV. HEIGHT	FINISH FLOOR or Building Level Line
(A3.2) DETAIL/ CALLOUT KEY (With Sheet Number)	EXISTING POINT ELEVATION (To Remain)
(A3.3) WALL SECTION KEY (With Sheet Number)	FINISH POINT ELEVATION
(A3.2) BUILDING SECTION KEY (With Sheet Number)	UTILITY LINES:
(A3.1) INTERIOR ELEVATION KEY (Elevation Number w/ Sheet Number)	NATURAL GAS — NG —
(A3.1) EXTERIOR ELEVATION KEY	WATER — W —
(10) KEY NOTE	OVERHEAD ELECTRICAL — OHE —
(P1) PARTITION (P1) & WALL (W1)	SANITARY SEWER — S —
(X) CABINET KEY	STORM DRAIN — SD —
(101) DOOR NUMBER	UNDERGROUND COMM. — T —
(X) WINDOW NUMBER KEY	FENCE — X —
TRUE PROJECT NORTH	CENTER LINE — — — —
(1) DRAWING TITLE NUMERIC SCALE	

GENERAL NOTES

- ALL WORK SHALL CONFORM TO ALL APPLICABLE CODES AND ORDINANCES INCLUDING 2015 INTERNATIONAL BUILDING CODE (2015 IBC), 2015 IFC, 2015 IMC, 2015 UPC, 2017 NEC, 2015 WSEC, 2015 IRC AND ANY ADDITIONAL LOCAL BUILDING CODES AND CODE AMENDMENTS; 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.
- DRAWINGS ARE NOT TO BE SCALED. DIMENSIONAL DATA SHALL BE OBTAINED FROM WRITTEN INFORMATION ONLY. 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.
- THE ARCHITECT SHALL BE INFORMED IMMEDIATELY OF ANY DISCREPANCY BETWEEN THE CONTRACT DOCUMENTS AND THE SITE CONDITIONS.
- THE TERM "FINISHED FLOOR" (FIN. FLR. OR F.F) REFERS TO THE TOP OF FINISHED SLAB WHERE CONCRETE FLOORS OCCUR.
- EXTERIOR DIMENSIONS ARE TO THE FACE OF CONCRETE / MASONRY / SHEATHING OR REFERENCED FROM GRIDLINES UNLESS OTHERWISE NOTED. INTERIOR DIMENSIONS ARE TO THE FACE OF FRAMING OR FACE OF MASONRY, UNLESS INDICATED AS A CENTERLINE OR SPECIFICALLY NOTED OTHERWISE. CLEAR DIMENSIONS SHALL BE FROM FINISH TO FINISH.
- NOTATIONS OR DETAILS KEYED TO VARIOUS DRAWING SYMBOLS, PATTERNS, ETC. SHALL APPLY TYPICALLY TO ALL SIMILARLY INDICATED ITEMS, LOCATIONS, OR CONDITIONS NOT OTHERWISE KEYED.
- PRESERVE AND PROTECT EXISTING UTILITIES AND BUILDING COMPONENTS WHICH MAY BE PRESENT AND ARE NOT SCHEDULED OR REQUIRED TO BE CHANGED OR REMOVED.
- ADJUST NEW CONSTRUCTION TO ALIGN WITH EXISTING CONSTRUCTION SUCH THAT FINISHES MAY BE APPLIED ALONG STRAIGHT AND TRUE LINES, UNLESS SPECIFICALLY NOTED OTHERWISE.
- ALL REFERENCES TO NORTH, SOUTH, EAST, AND WEST SHALL BE BASED UPON "PROJECT NORTH" AS SHOWN IN THE DRAWINGS.
- TYPICAL WALL CORNERS ARE 90 DEGREES, UNLESS OTHERWISE NOTED IN DRAWING SET.

ZONING

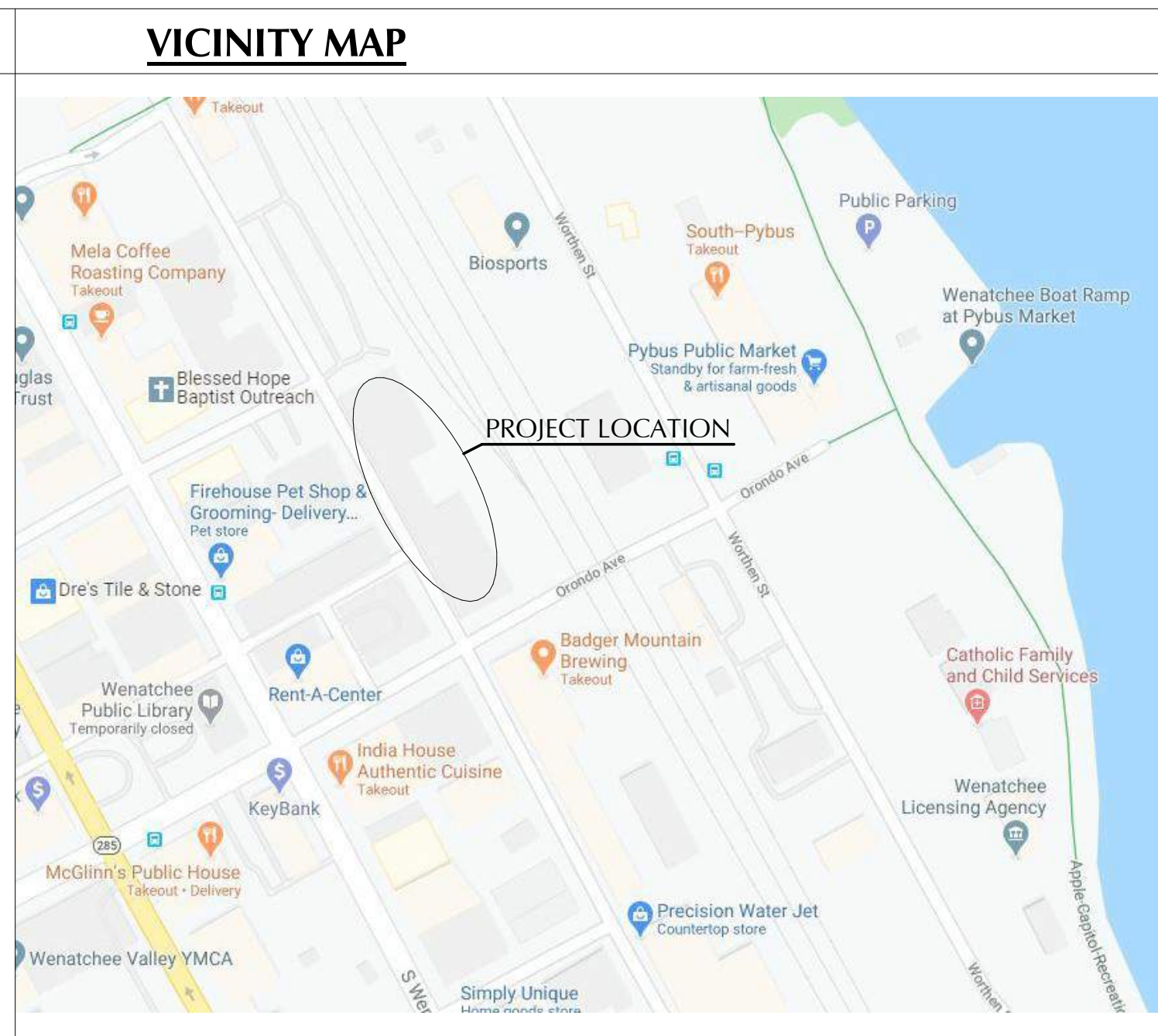
ZONING JURISDICTION:	CITY OF WENATCHEE		
TAX PARCEL:	222003925060 (WEST LOT) & 222003440200 (EAST LOT)		
LEGAL DESCRIPTION:	WAREHOUSE BLOCK 3 LOT 3 S 60' OF LOT 1 & LOTS 2-5 0.4800 ACRES (WEST LOT) T 22 N R 20EWM S 03 LOT B BLA 1998-011 0.9700 ACRES (EAST LOT)		
ZONE	CBD - CENTRAL BUS. DIST. CSO - COLUMBIA ST. OVLY.	MAX ALLOWABLE COVERAGE	100%
SITE AREA	0.48 ACRES / 20908.80 SF + 0.97 ACRES / 42253.20 SF	MAX ALLOWABLE HEIGHT	90'-0"

SITE BUILDING

PROPOSED PROJECT SITE COVERAGE:		BUILDING DATA:
Building Site Footprint:	Ground (1st) Level = 38,425 SF SEE ADJACENT BREAKDOWN FOR AREA SF DETAILS	Occupancy Group(s): A-4
Building Site Coverage:	38,425sf / 63,162sf = 0.608 x 100 = 60.8%	Construction Type(s): IIIB
Impervious Surface Coverage(s):	60,000 SF (Building Footprint+Parking+ACCESS + Outdoor Amenities)	Sprinkler System: Yes, an Automatic Sprinkler System to be installed throughout per Chelan County Fire Marshall
IS Coverage:	60,000sf / 63,162sf = 94.99 x 100 = 95%	Basic Allowable Area: 28,500 SF
Conditioned Floor Space:	61,421SF (See adjacent for Level by Level breakdown)	- Increases for Frontage: Aa = [At + (NS x I)] x Sa (per IBC 2018 506.2.3, Aa = [28,500 + (9,500 x .75)] x 3 Single Occupancy, Aa = [28,500 + 7,125] x 3 Multistory Buildings) Aa = 35,625 x 3 Aa = 106,875 SF (Increased Frontage)
DESIGN CRITERIA:	Reference Code(s) IBC 2018, WSEC 2018, IFC 2018 City of Wenatchee Municipal Code	Proposed GROUND LEVEL: 38,425 SF Proposed New 2ND LEVEL: 14,121 SF Proposed New MEZZANINE LEVEL: 2,566 SF Proposed New 3RD LEVEL: 4,164 SF Proposed New ROOFTOP LEVEL: 16,040 SF TOTAL PROPOSED SF 75,316 SF
PARKING:	See A1.1 For Plan & Details Per City of Wenatchee Code CSO - 10.24.050 (2) Off-Street Parking: Off-street parking shall be exempt for all buildings in existence on or before January 15, 2018. New construction shall be subject to the following criteria: (a) One off-street parking space for each guest room, suite, or dwelling unit for hotels, motels, and other residential units. All other uses exempt. (b) Demonstration of off-street loading space for trucks and delivery vehicles shall be provided. (c) One hundred percent of the required parking may be provided through either: (i) A shared parking agreement as provided for in WCC 10.60.040; provided the distance required of WCC 10.60.040(4) shall be expanded up to a one-half mile radius; or (ii) An overnight parking permit acceptable to the city.	SQUARE FOOTAGE BREAKDOWN BY AREA: GROUND LEVEL: "A" 14,238 SF "B" 7,438 SF "C" 16,249 SF 38,425 SF LEVEL 2: "A" 8,907 SF "B" 5,214 SF 14,121 SF MEZZANINE LEVEL AREA "C": 2,566 SF LEVEL 3: "A" 4,162 SF ROOFTOP: "C" 16,040 SF

ENERGY

ENERGY DATA:	WSEC ENERGY CREDIT REQUIREMENTS:	ADDITIONAL MECHANICAL REQUIREMENTS:	ADDITIONAL PLUMBING REQUIREMENTS:
Climate Zone: 5B	PER WSEC 2018 WORKSHEETS	SEE MECHANICAL PLAN SHEETS FOR ADDITIONAL MECHANICAL SYSTEMS INFORMATION	SEE PLUMBING PLAN SHEETS FOR ADDITIONAL PLUMBING INFORMATION
Energy Code Analysis Method: Prescriptive			
Space Heat Type: Electric		CONDITIONED FLOOR SPACE:	PROJECT CLOSE OUT:
Roof: R-49		Proposed GROUND LEVEL: 37,687 SF	PROJECT CLOSE OUT DOCUMENTATION IS REQUIRED INCLUDING APPLICABLE CALCULATIONS, WSEC ENVELOPE COMPLIANCE REPORTS, AND FENESTRATION NFRC RATING CERTIFICATES
Opaque Walls: R-21, INT.		Proposed New 2ND LEVEL: 16,687 SF	
Below Grade (Fnd'tn.) Walls: R-10 for 24" Below		Proposed New 3RD LEVEL: 4,164 SF	
Floor Over Uncond. Space: R-38		Proposed New ROOFTOP LEVEL: 2,883 SF	
SHGC: See Envelope Form		TOTAL CONDITIONED SF 61,421 SF	
Doors: U-0.37			
Windows: U-0.25			
Slab on Grade: R-10 for 24" Below			
Glazing (0-20%): 9.4%			



25 S. Columbia Street
Wenatchee, WA 98801

PROJECT NARRATIVE

SoCo CROSSING IS AN ADAPTIVE REUSE PROJECT, THAT WILL RECONFIGURE A PREVIOUSLY OCCUPIED FRUIT STORAGE WAREHOUSE INTO A MASSIVE, MIXED USED EVENT SPACE OPEN TO THE PUBLIC. THE SPACE WILL BE PROGRAMMATICALLY SECTIONED INTO 3 SEPARATE AREAS, 'A', 'B' AND 'C' IN THE PLAN SET, THOUGH THE ENTIRE BUILDING WILL FUNCTION AS AN A-4 OCCUPANCY CATEGORY. THE SPACE WILL HAVE MULTIPLE EATERY AREAS, A GYMNASIUM CENTER, BATTING CAGES, GOLF SIMULATORS AND A FITNESS/PLAY CENTER AS WELL AS A ROOFTOP LOUNGE AND GAMES AREA.

PROJECT TEAM

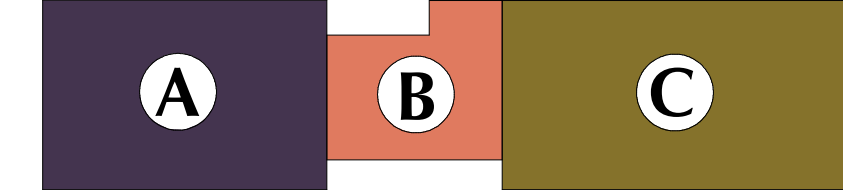
OWNER/DEVELOPER	SPORT, LLC Wenatchee, WA 98801 PHONE: 509-264-8204 EMAIL: hartwigro@gmail.com
OWNER'S REP/ PROJECT MANAGER	FLINT HARTWIG Wenatchee, WA 98801 PHONE: 509-264-8204 EMAIL: hartwigro@gmail.com
ARCHITECT	FORTE ARCHITECTS, INC., Elyn Freed & Lenka Slapnicka Wenatchee, WA 98801 PHONE: 509-293-5566 EMAIL: elyn@fortearchitects.com
STRUCTURAL ENGINEER	BTL ENGINEERING PS, Eric Dann Woodinville, WA 98072 PHONE: 425-814-8448 EMAIL: eric.dann@btleng.net
CIVIL ENGINEER	PACIFIC ENGINEERING, PE, Heather Ostenson Wenatchee, WA 98801 PHONE: 509-662-1161 EMAIL: heather@pacificengineering.net
MECHANICAL ENGINEER	SALCIDO CONNECTION, Rob Fritz Wenatchee, WA 98801 PHONE: 509-884-6868 EMAIL: robf@salcidoconnection.com
ELECTRICAL ENGINEER	SALCIDO CONNECTION, Rob Fritz Wenatchee, WA 98801 PHONE: 509-884-6868 EMAIL: robf@salcidoconnection.com
SURVEYOR	NORTHWEST GEODIMENSIONS, Norman Nelson Wenatchee, WA 98801 PHONE: 509-663-8660 EMAIL: nwg@nwg surveys.com
LANDSCAPE ARCHITECT	N/A
GENERAL CONTRACTOR	EIDER CONSTRUCTION, Flint Hartwig Wenatchee, WA 98801 PHONE: 509-885-3396 EMAIL: flint.hartwig@eiderbuilding.com
GC'S PROJECT MANAGER	EIDER CONSTRUCTION, Andy Miller Wenatchee, WA 98801 PHONE: 509-885-3396 EMAIL: andy.miller@eiderbuilding.com

ADDRESS: 240 North Wenatchee Ave, Wenatchee, WA 98801
PHONE: (509) 293-5566
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Revisions
Date No. Description
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GENERAL NOTES
A0.2

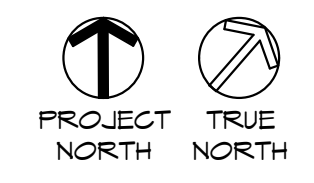
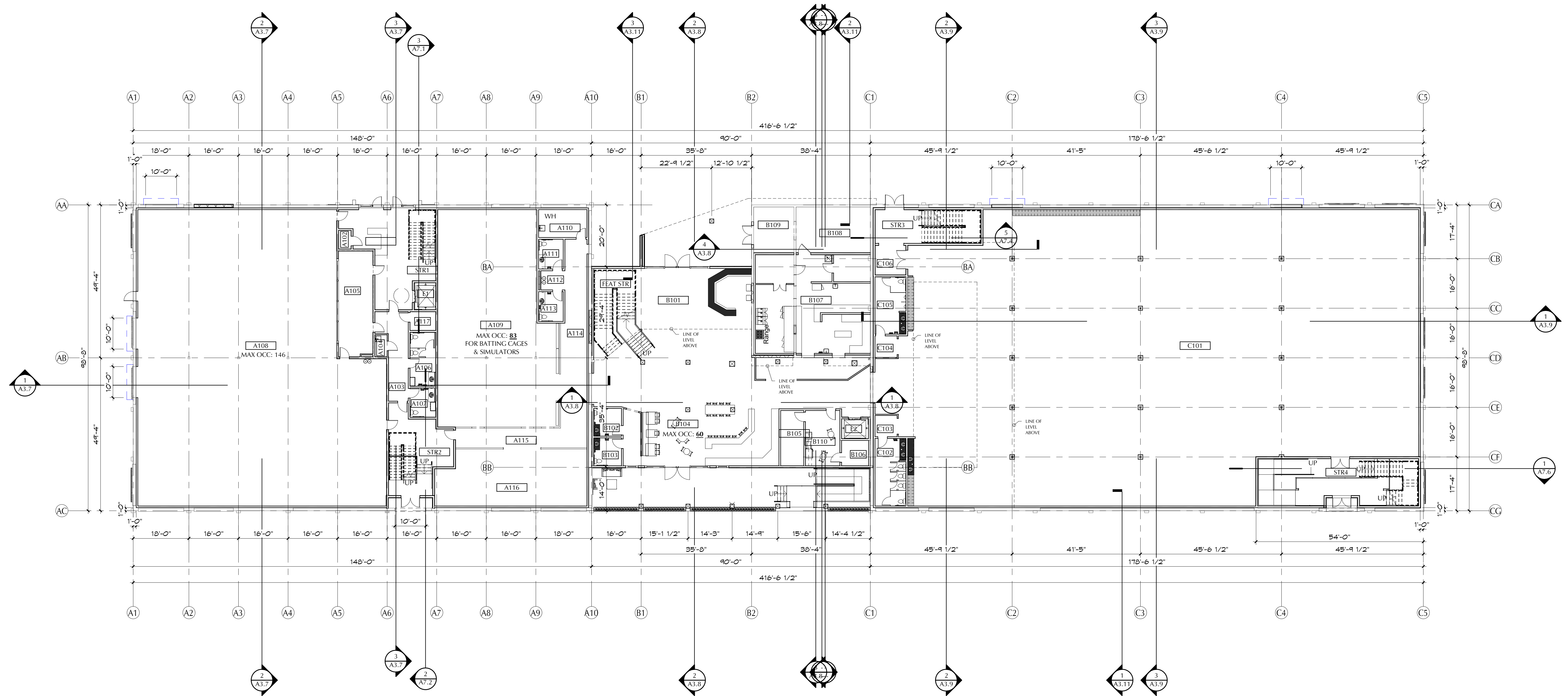
SPORT, LLC
SoCo. CROSSING
25 S. Columbia Street
Wenatchee, WA 98801



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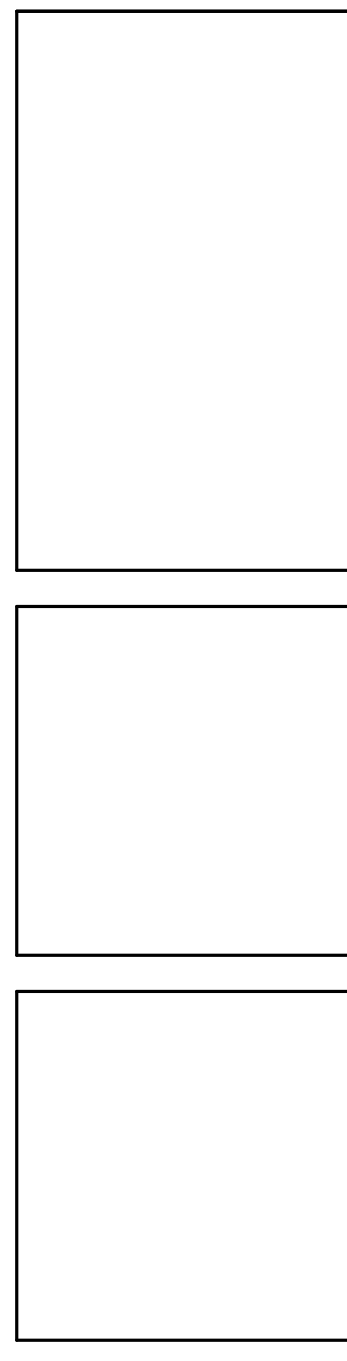
BUILDING "AREA" LEGEND



1 GROUND LEVEL FLOOR PLAN - OVERALL
SCALE: 1/16" = 1'-0"

OVERALL PLAN NOTES:

- SEE DETAILED PLAN SHEETS A4.1-A THROUGH A4.9-C FOR DETAILED DIMENSIONS, SPECIFIC AREA NOTES AND AREA LAYOUT INFORMATION FOR EACH ACTIVITY.
- REFER TO A4.1-A4.9 FOR WALL TYPES



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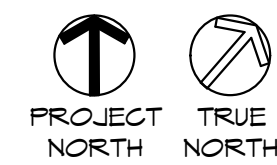
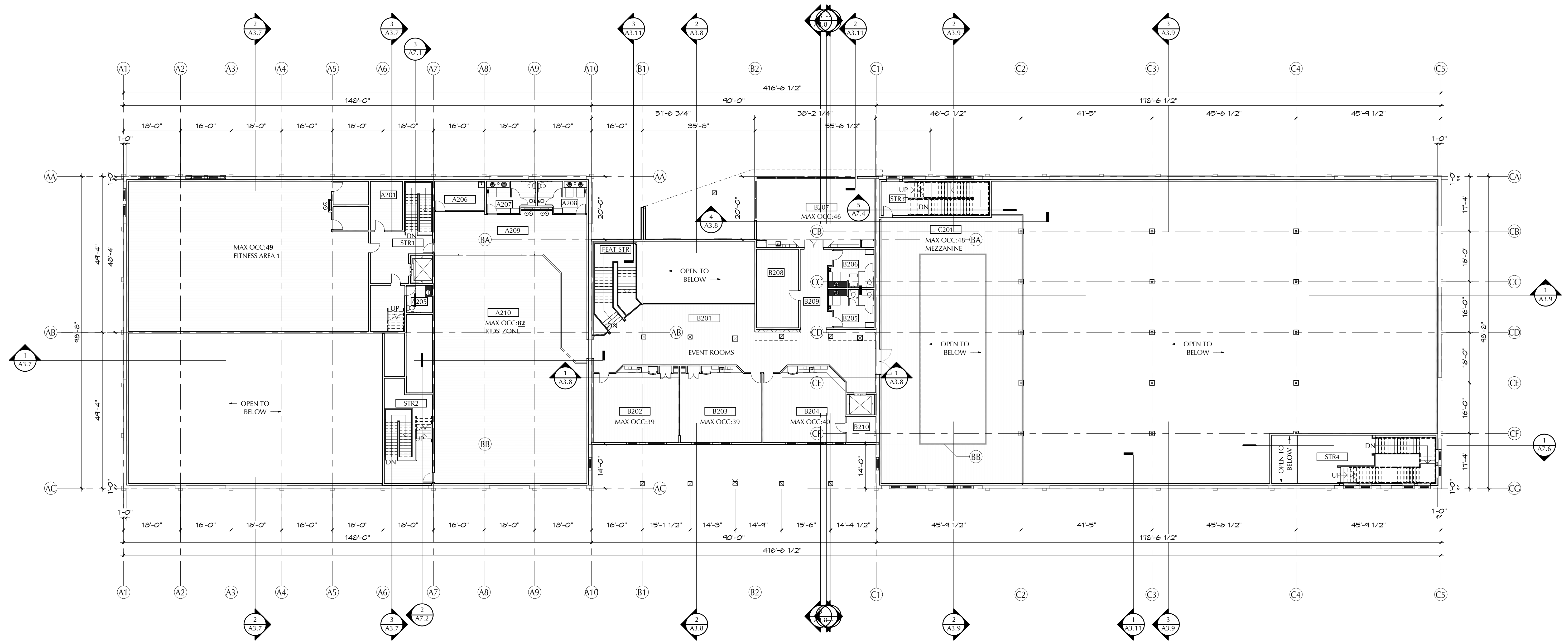
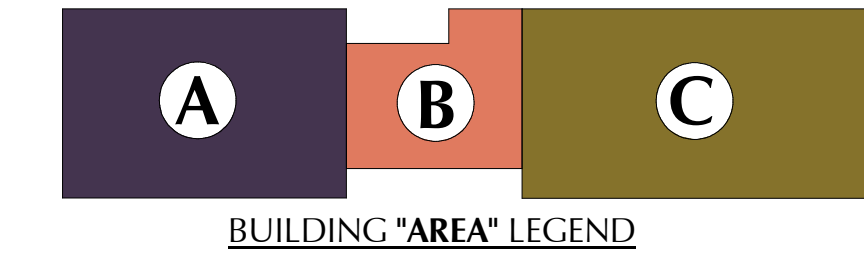
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 DRAWN BY: EF, KV
 CHECK BY: LS
 DWG ID: GROUND LEVEL FLOOR PLAN

A2.1



1 2ND LEVEL AREA A & B FLOOR PLAN - OVERALL

SCALE: 1/16" = 1'-0"

OVERALL PLAN NOTES:

1. SEE DETAILED PLAN SHEETS A4.1-A THROUGH A4.9-C FOR DETAILED DIMENSIONS, SPECIFIC AREA NOTES AND AREA LAYOUT INFORMATION FOR EACH ACTIVITY.
2. REFER TO A4.1-A4.9 FOR WALL TYPES

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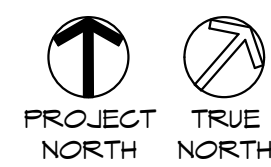
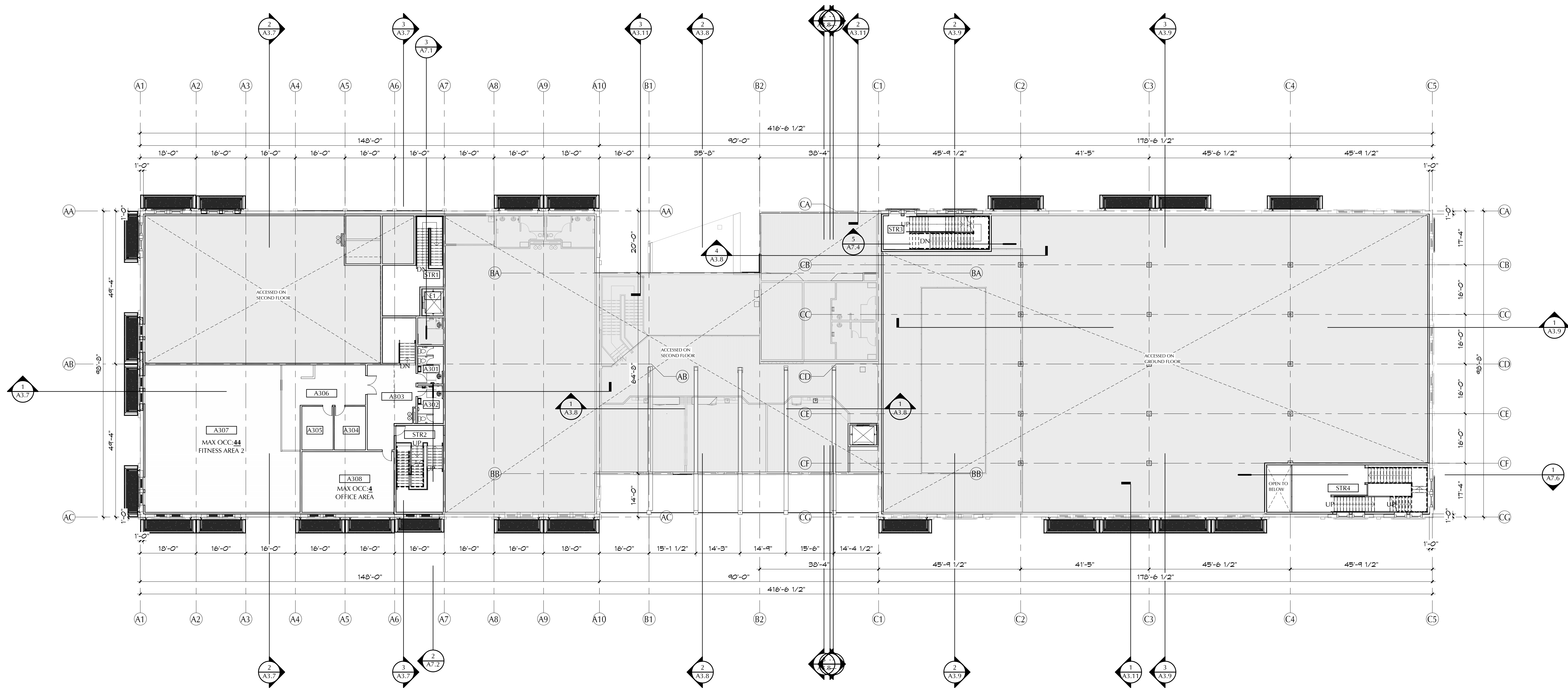
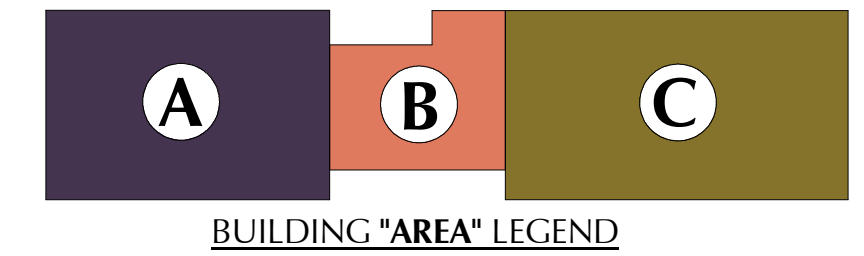
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DWG. ID: 2ND LEVEL FLOOR PLAN - OVERALL

A2.2



1 **3RD LEVEL FLOOR PLAN - OVERALL**

SCALE: 1/16" = 1'-0"

OVERALL PLAN NOTES:

- 1. SEE DETAILED PLAN SHEETS A4.1-A THROUGH A4.9-C FOR DETAILED DIMENSIONS, SPECIFIC AREA NOTES AND AREA LAYOUT INFORMATION FOR EACH ACTIVITY.
- 2. REFER TO A4.1-A4.9 FOR WALL TYPES



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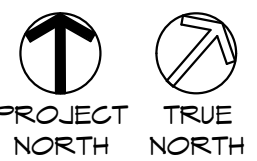
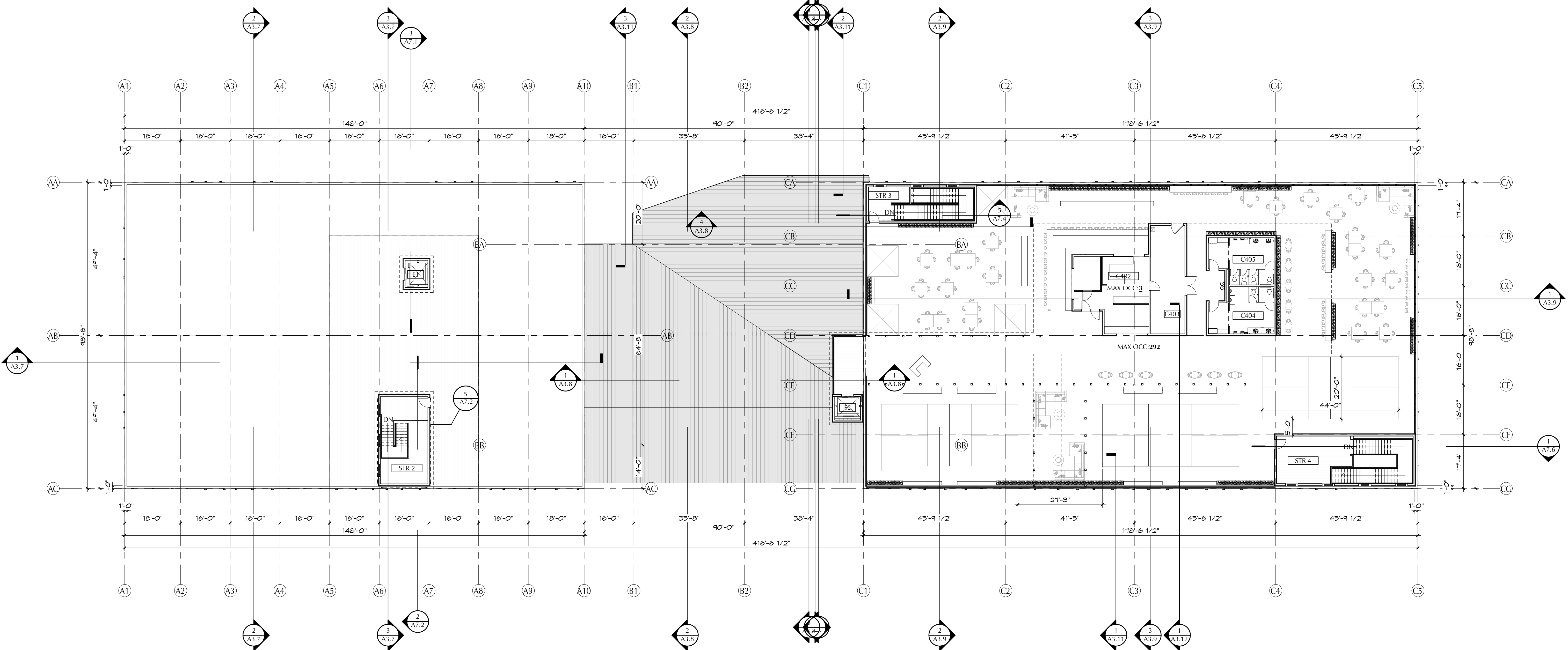
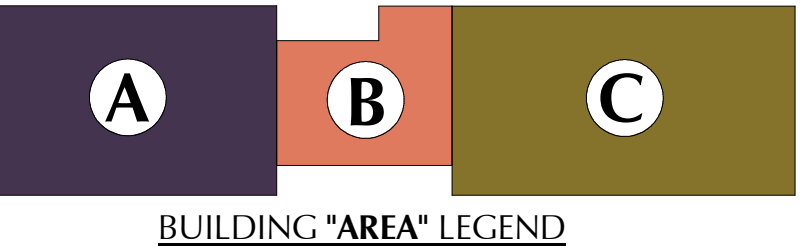
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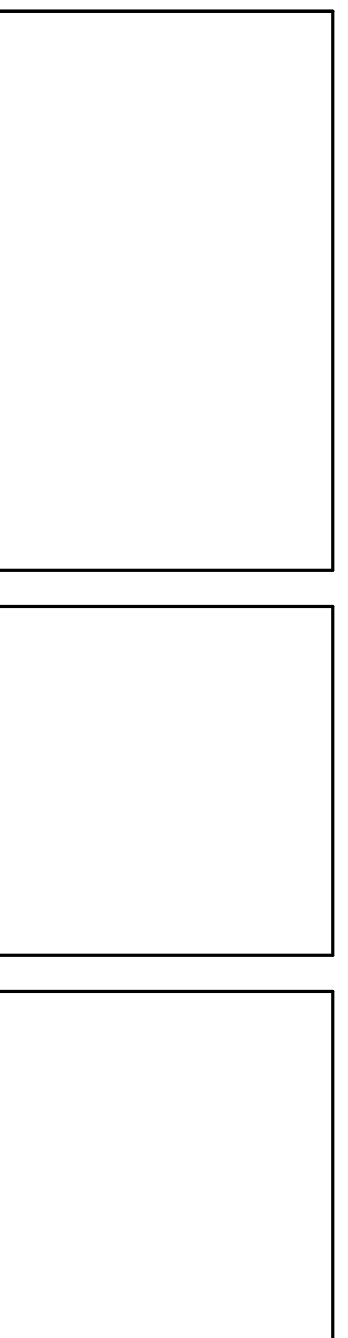
Revisions		
Date	No.	Description

JOB NO. 2018
DATE 2021.12.01
DRAWN BY EF, KV
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DWG ID: 3RD LEVEL FLOOR PLAN -
OVERALL



1 ROOFTOP LEVEL FLOOR PLAN - OVERALL
SCALE: 1/16" = 1'-0"

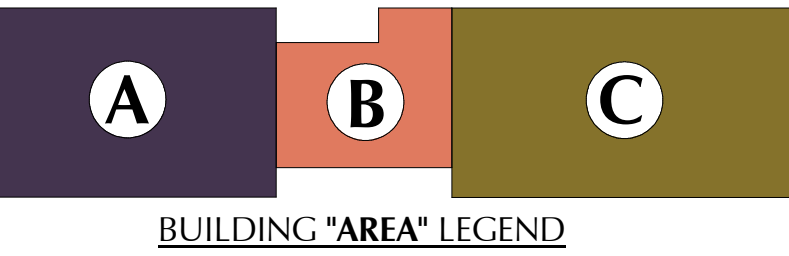
- OVERALL PLAN NOTES:
1. SEE DETAILED PLAN SHEETS A4.1-A THROUGH A4.9-C FOR DETAILED DIMENSIONS, SPECIFIC AREA NOTES AND AREA LAYOUT INFORMATION FOR EACH ACTIVITY.
 2. REFER TO A4.1-A4.9 FOR WALL TYPES



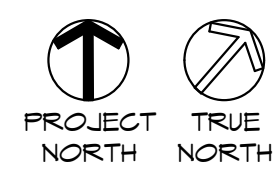
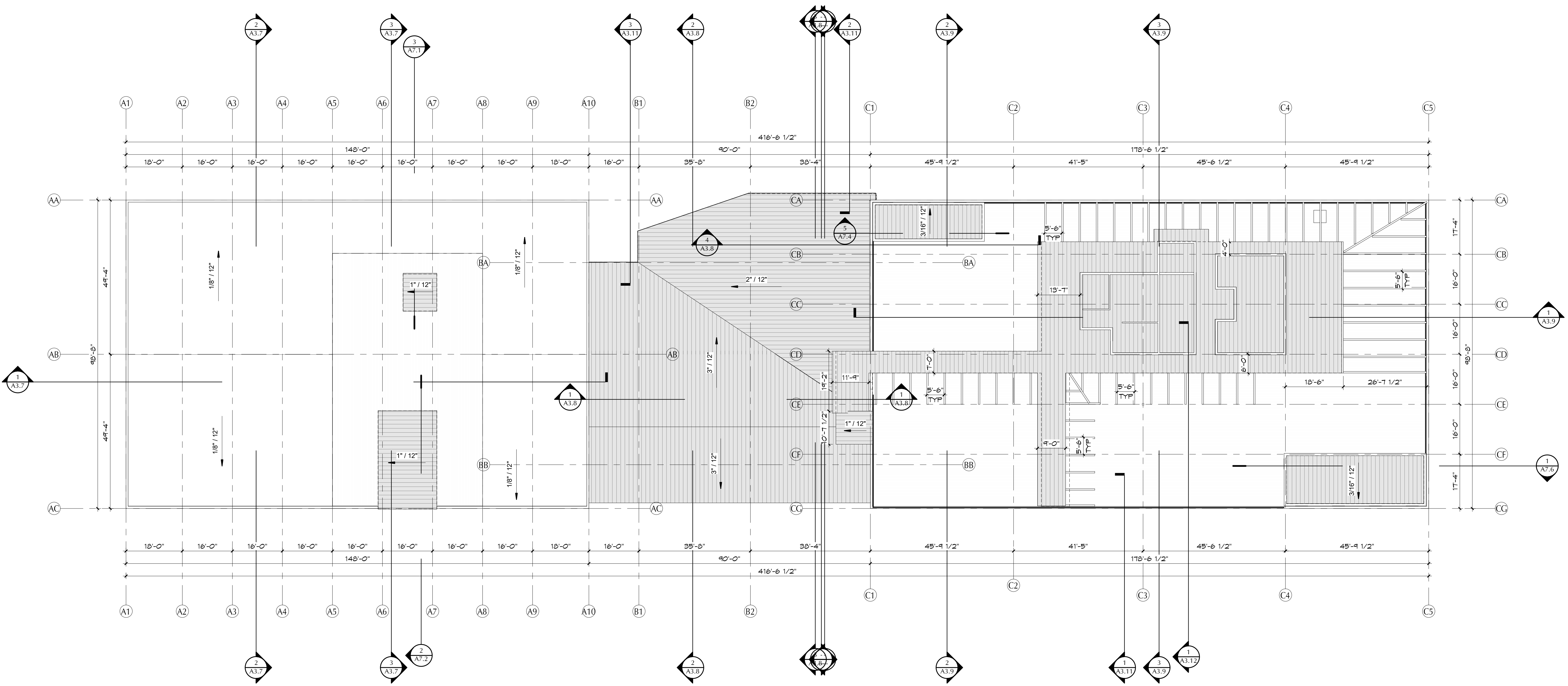
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DATE 2021.12.01
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DWG. ID: ROOFTOP LEVEL FLOOR PLAN -



BUILDING "AREA" LEGEND



1 ROOF PLAN

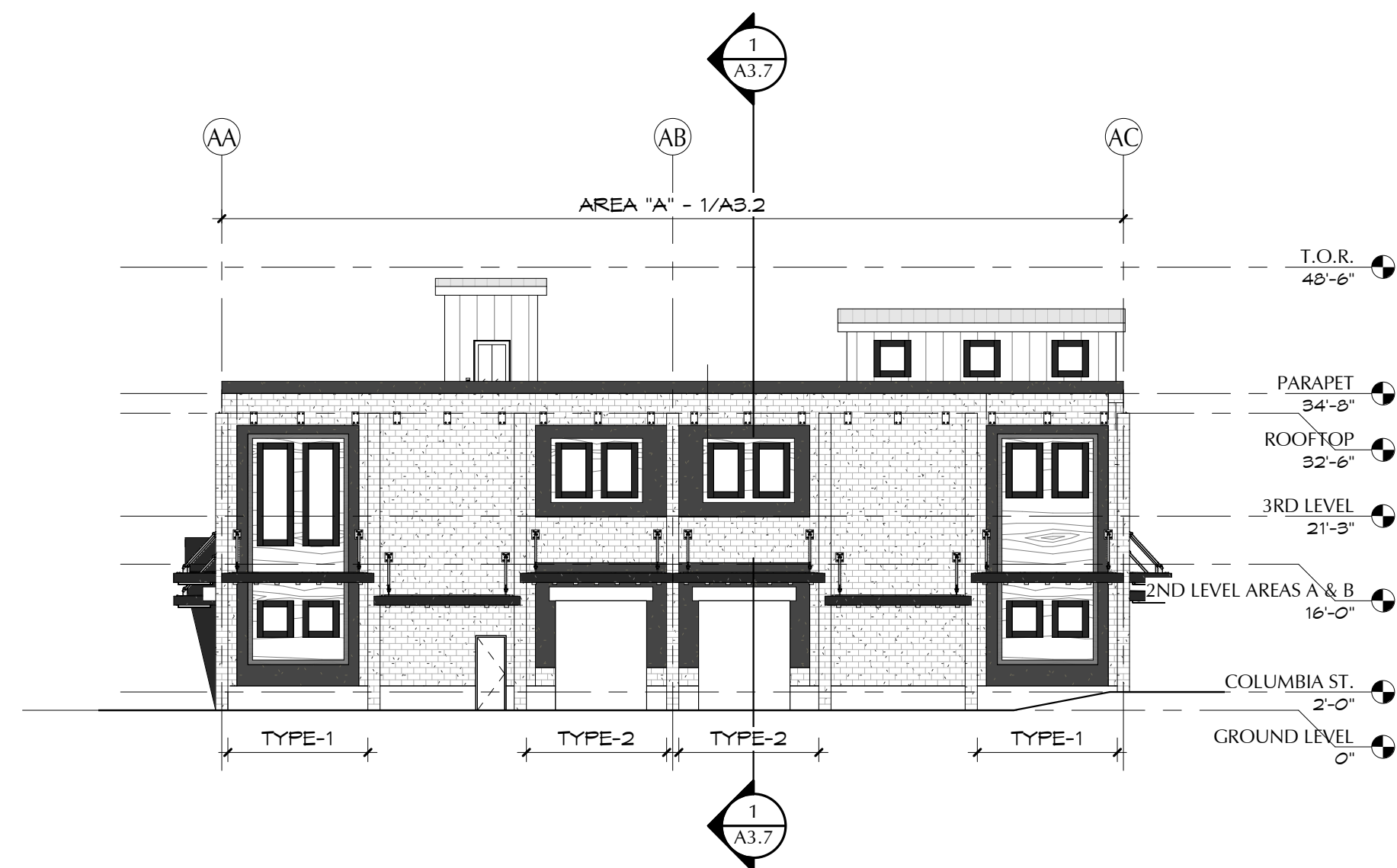
SCALE: 1/16" = 1'-0"

OVERALL ROOF PLAN NOTES:

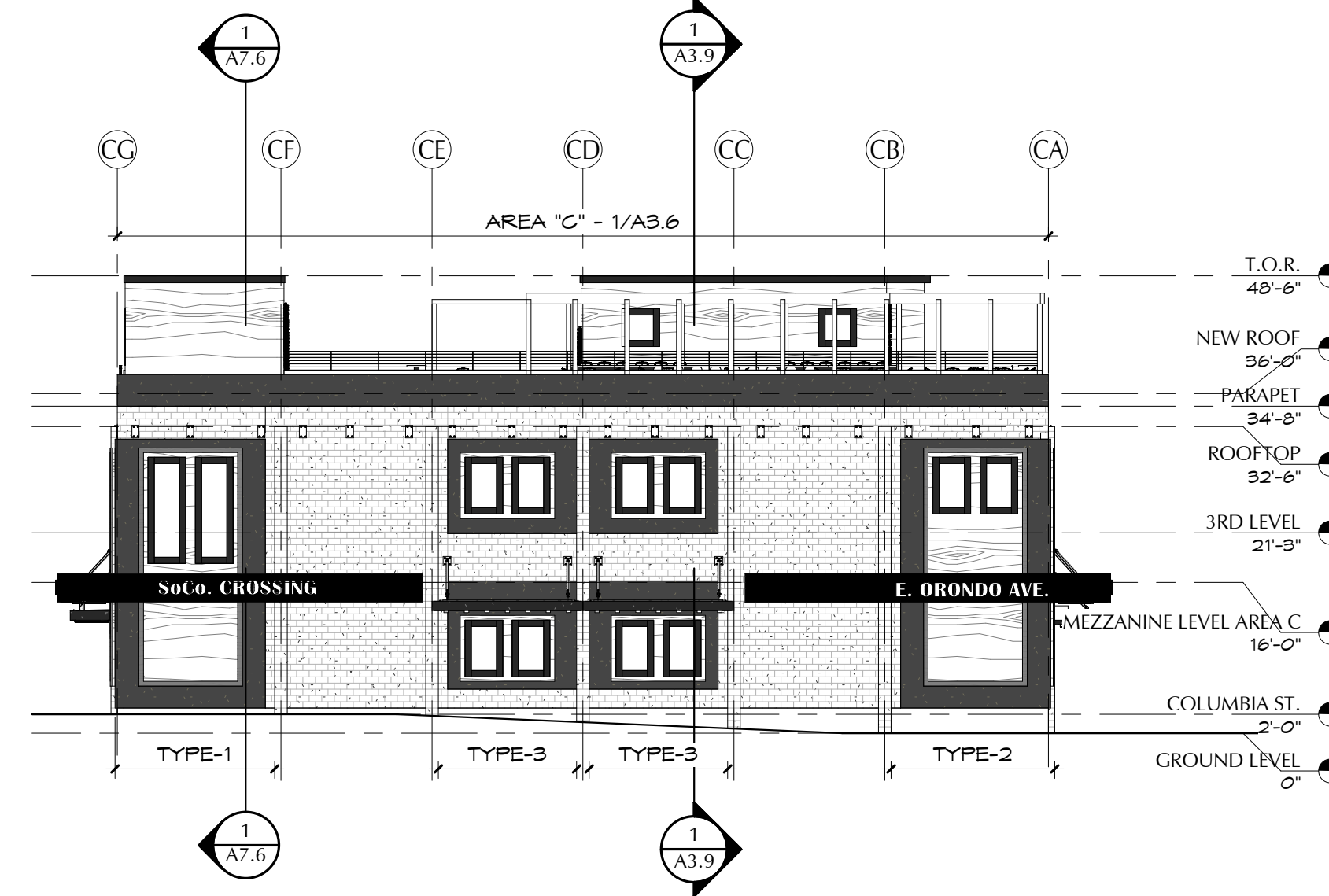
1. SEE DETAILED PLAN SHEETS A4.1-A THROUGH A4.9-C FOR DETAILED DIMENSIONS, SPECIFIC AREA NOTES AND AREA LAYOUT INFORMATION FOR EACH ACTIVITY.
2. PER 105.2.1, TYPE I & II CONSTN. "PROJECTIONS FROM WALLS OF TYPE I OR II CONSTRUCTION SHALL BE OF NONCOMBUSTIBLE MATERIALS AS ALLOWED BY SECTIONS 1406.3 & 1406.4."
3. PER 105.2.2, TYPE III, IV OR V CONSTN. "PROJECTIONS FROM WALLS OF TYPE III, IV OR V CONSTRUCTION SHALL BE OF ANY APPROVED MATERIAL."

Revisions		
Date	No.	Description

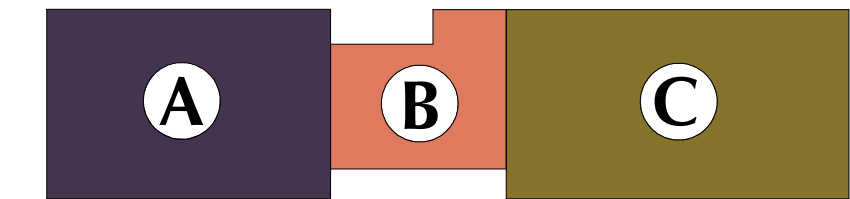
JOB NO.	2018
DATE	2021 12 01
DRAWN BY	EF
CHECK BY	LS
DWG. ID	ROOF PLAN - OVERALL



1 BUILDING ELEVATION - NORTH SIDE
SCALE: 1/16" = 1'-0"



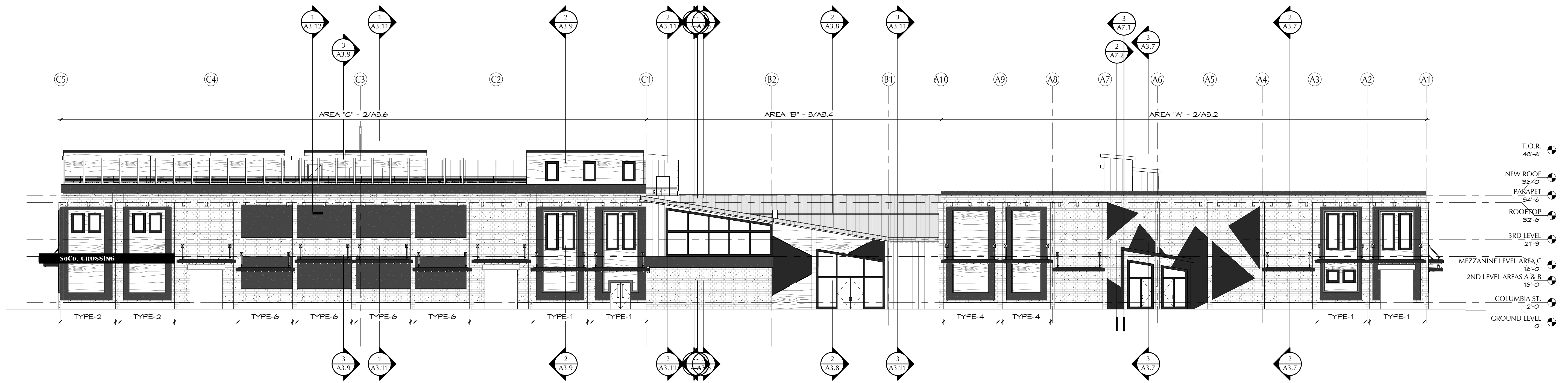
2 BUILDING ELEVATION - SOUTH SIDE
SCALE: 1/16" = 1'-0"



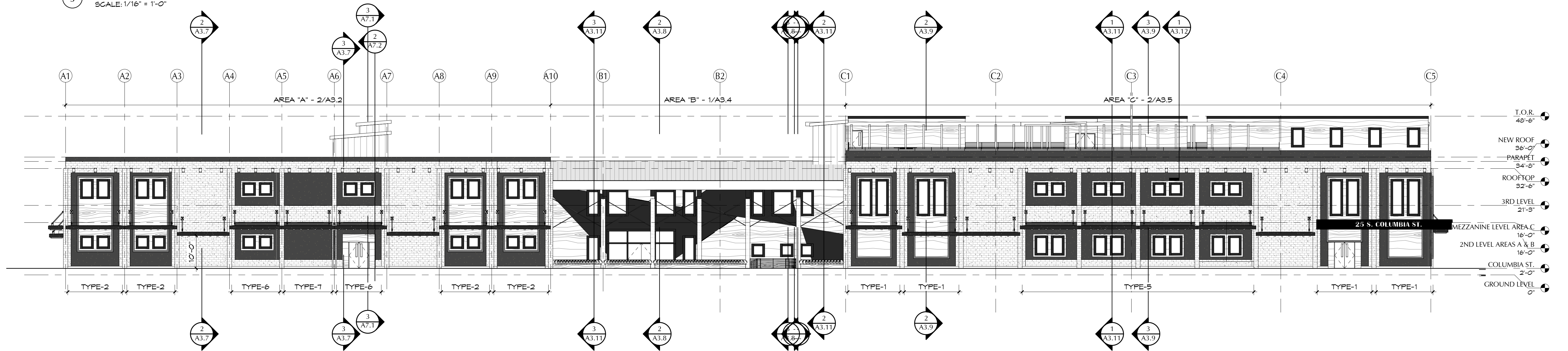
BUILDING "AREA" LEGEND

ELEVATION NOTES:

- SEE A3.10 FOR DETAILED PANEL CONFIGURATION DIMENSIONS AND STANDARDS
- CONTRACTOR TO REFER TO MANUFACTURER INSTRUCTIONS FOR INSTALLATION AND CARE GUIDES PRIOR TO BEGINNING SET UP AND INSTALL OF ALL SIDING, GLAZING FLOORING, FINISHES, ETC.
- METAL FLASHING AT TOP OF ROOF PARAPET FOR MAIN STRUCTURE TO BE 8" DEEP AND SHALL BE CHARCOAL BLACK IN COLOR WITH A MATTE FINISH.
- METAL FLASHING AT TOP OF PARAPET TO STAIR TOWERS AND ELEVATOR TO MATCH THAT OF MAIN STRUCTURE IN COLOR AND SIZING AT 8" DEEP AND CHARCOAL BLACK.

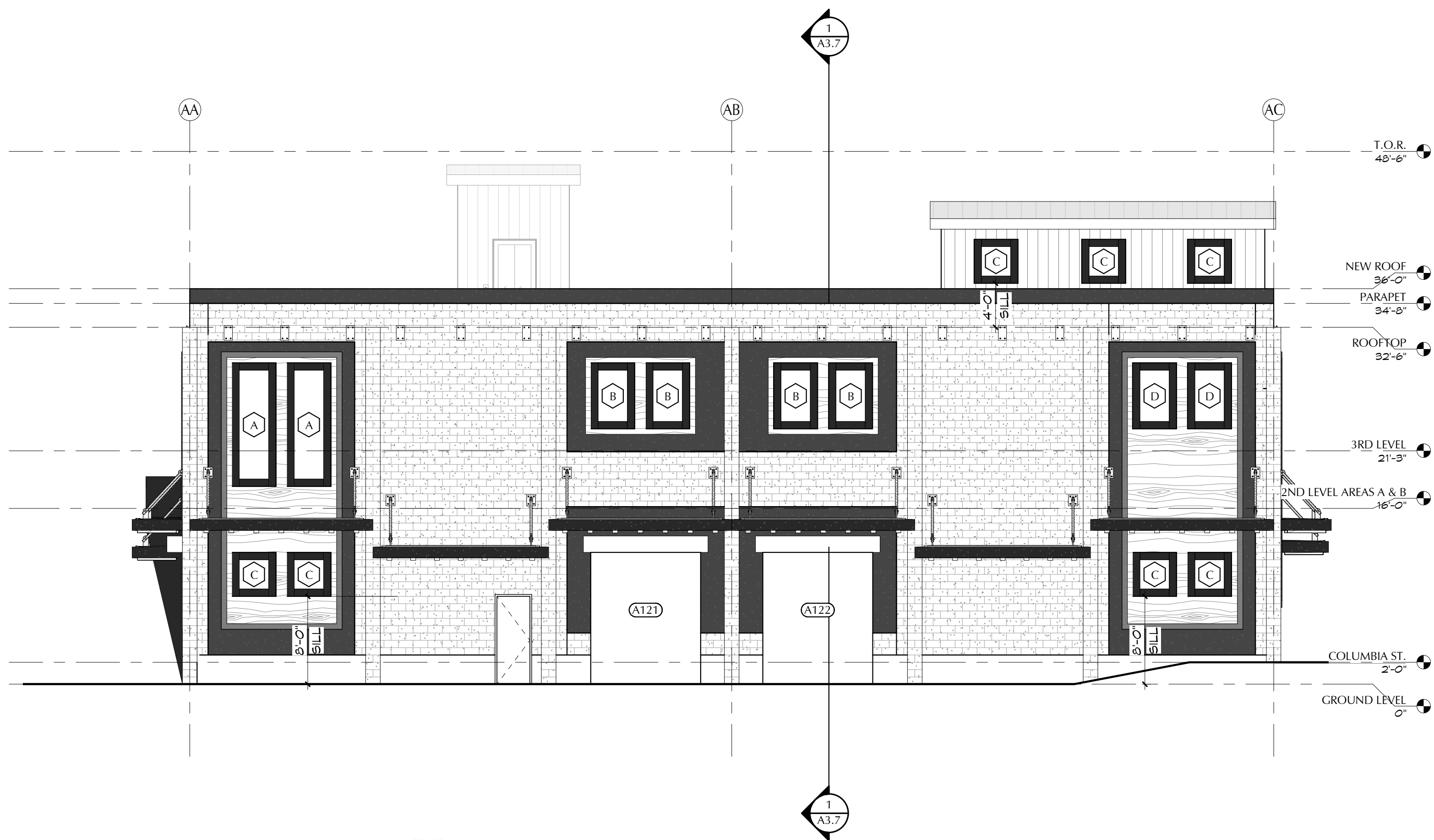


3 BUILDING ELEVATION - EAST SIDE
SCALE: 1/16" = 1'-0"

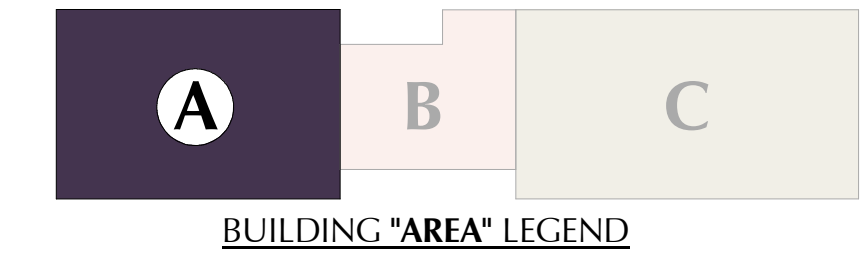


4 BUILDING ELEVATION - WEST SIDE
SCALE: 1/16" = 1'-0"

Revisions		
Date	No.	Description

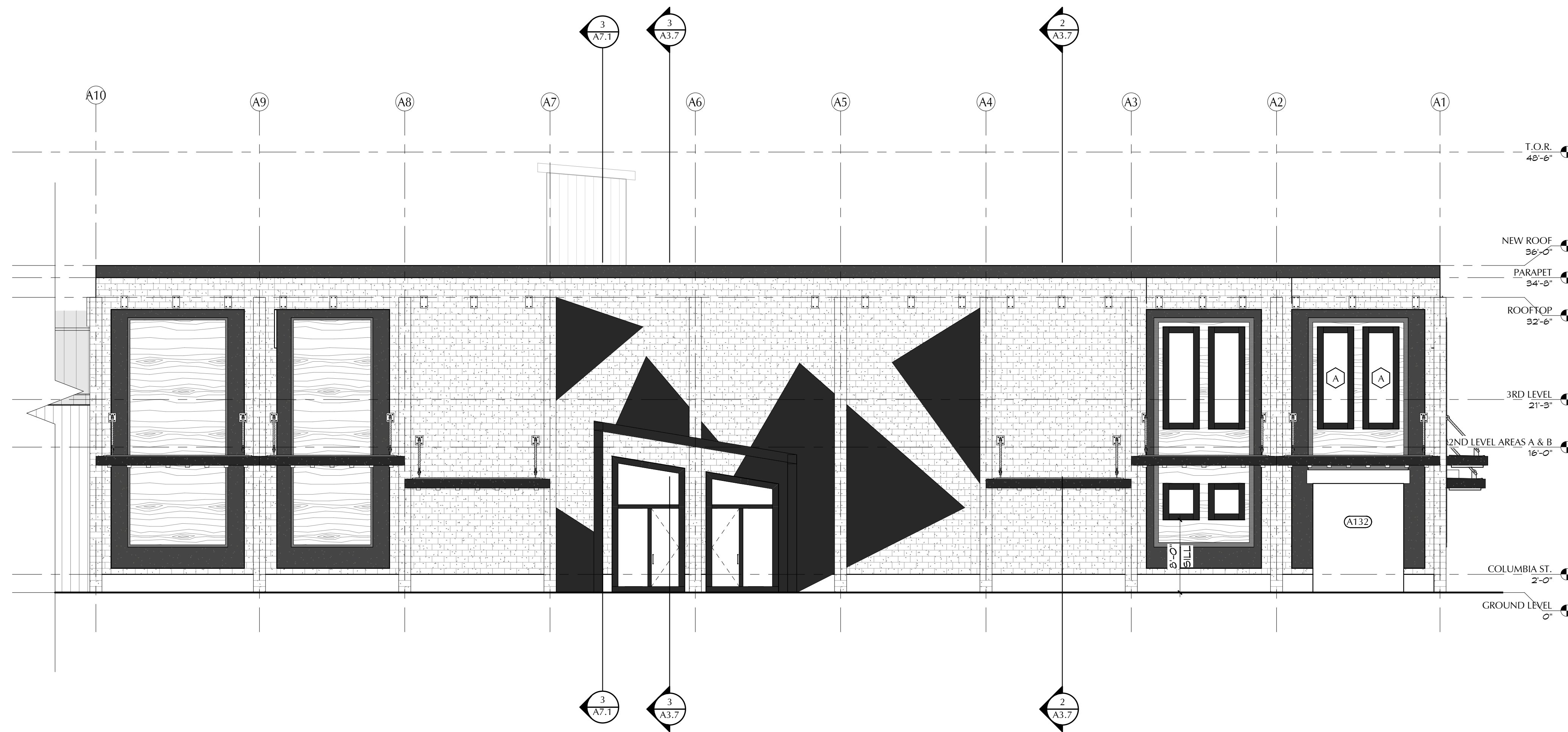


1 **DETAIL ELEVATION - AREA "A" - NORTH SIDE**
SCALE: 1/8" = 1'-0"



ELEVATION NOTES:

1. SEE A3.10 FOR DETAILED PANEL CONFIGURATION DIMENSIONS AND STANDARDS
2. CONTRACTOR TO REFER TO MANUFACTURER INSTRUCTIONS FOR INSTALLATION AND CARE GUIDES PRIOR TO BEGINNING SET UP AND INSTALL OF ALL SIDING, GLAZING FLOORING, FINISHES, ETC.
3. METAL FLASHING AT TOP OF ROOF PARAPET FOR MAIN STRUCTURE TO BE 8" DEEP AND SHALL BE CHARCOAL BLACK IN COLOR WITH A MATTE FINISH.
4. METAL FLASHING AT TOP OF PARAPET TO STAIR TOWERS AND ELEVATOR TO MATCH THAT OF MAIN STRUCTURE IN COLOR AND SIZING AT 8" DEEP AND CHARCOAL BLACK.



2 **DETAIL ELEVATION - AREA "A" - EAST SIDE**
SCALE: 1/8" = 1'-0"

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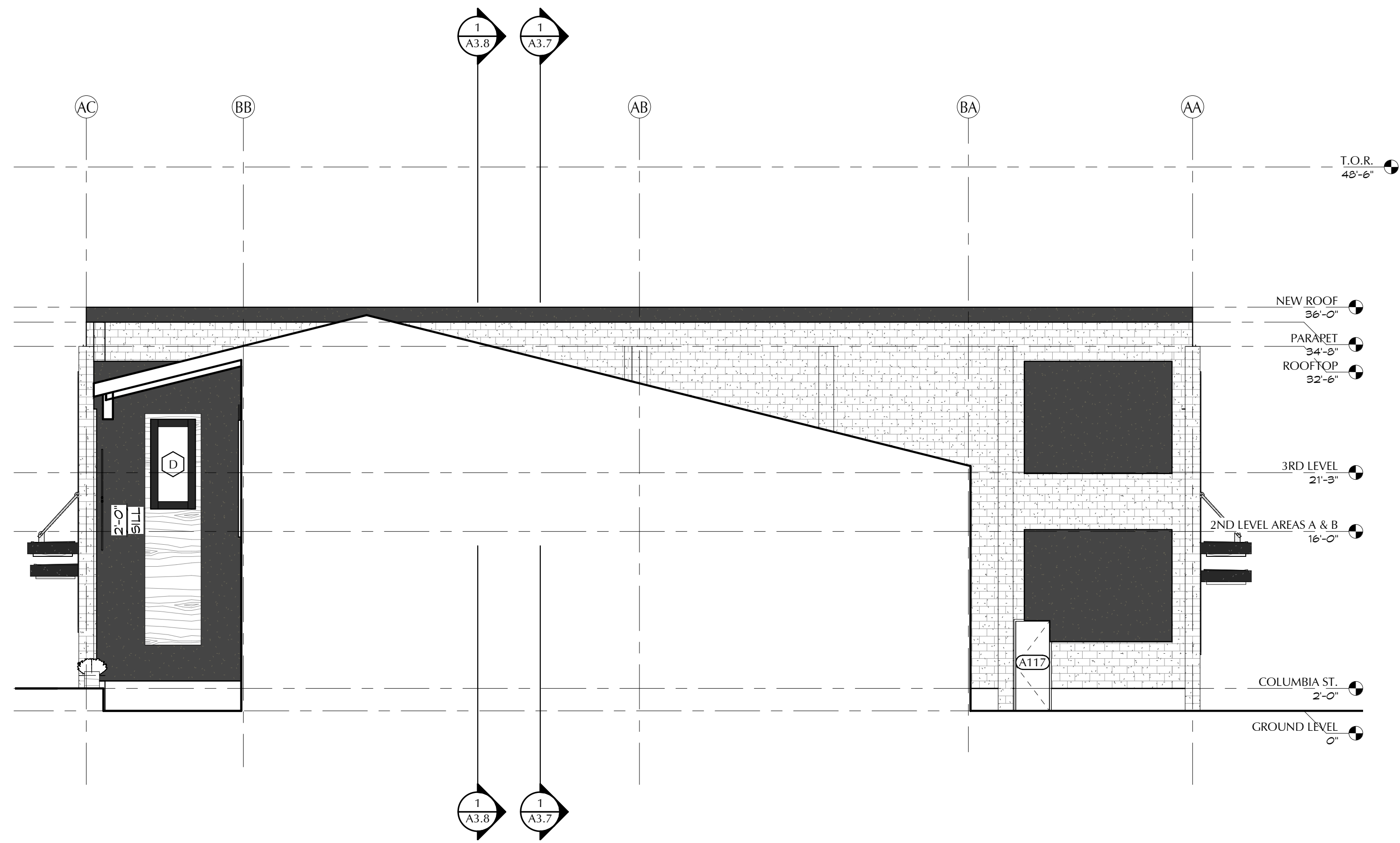
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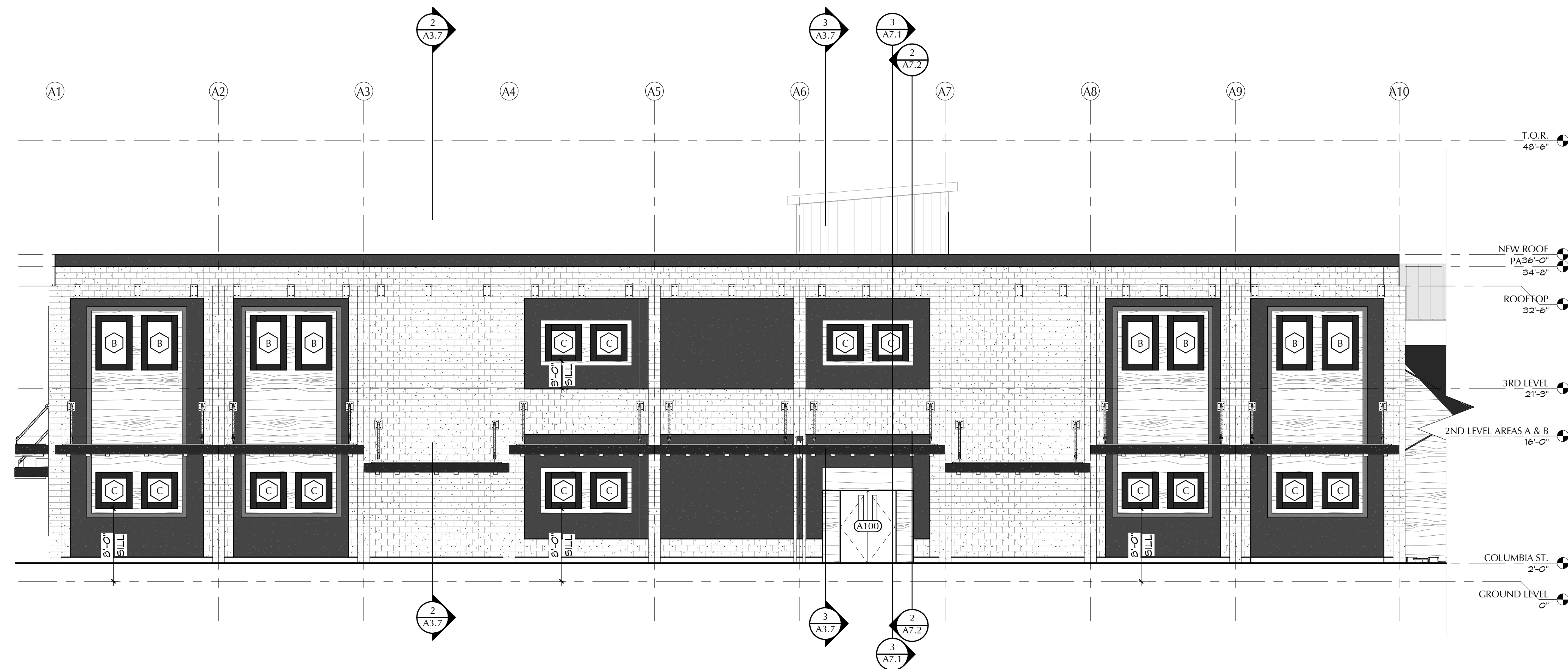
Revisions		
Date	No.	Description

JOB NO. 2018
DATE 2021.12.01
DRAWN BY EF
CHECK BY LS
DWG. ID: DETAILED EXTERIOR
TERRACES - ROCK - NORTH & EAST

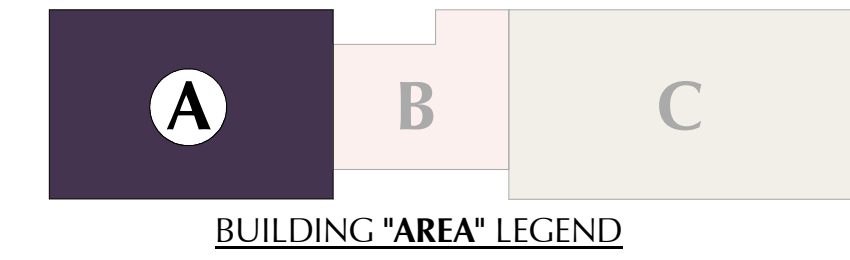
A3.2



1 **DETAIL ELEVATION - AREA "A" - SOUTH SIDE**
SCALE: 1/8" = 1'-0"



2 **DETAIL ELEVATION - AREA "A" - WEST SIDE**
SCALE: 1/8" = 1'-0"



ELEVATION NOTES:

- 1. SEE A3.10 FOR DETAILED PANEL CONFIGURATION DIMENSIONS AND STANDARDS
- 2. CONTRACTOR TO REFER TO MANUFACTURER INSTRUCTIONS FOR INSTALLATION AND CARE GUIDES PRIOR TO BEGINNING SET UP AND INSTALL OF ALL SIDING, GLAZING FLOORING, FINISHES, ETC.
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Wenatchee, WA 98801



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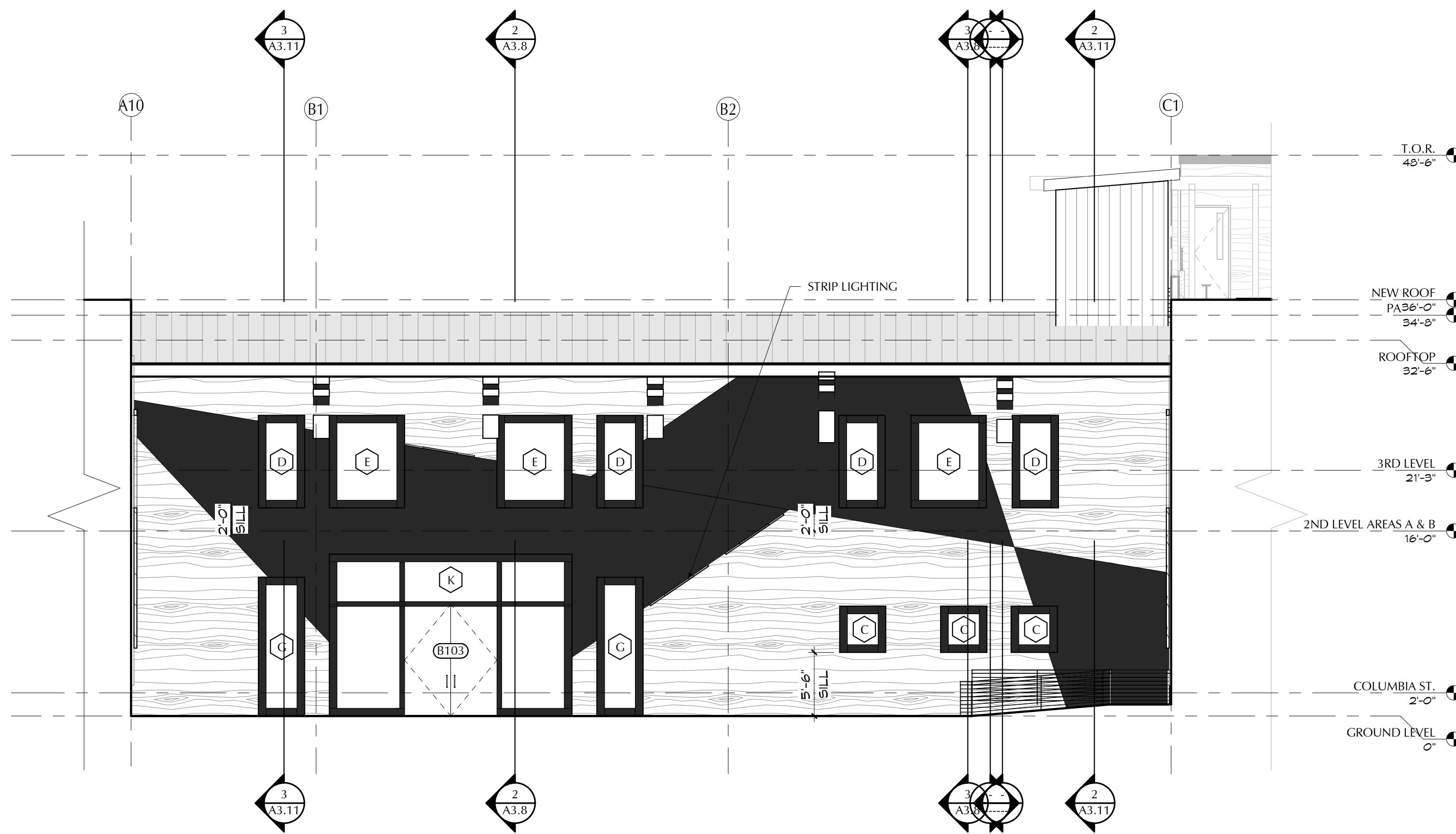
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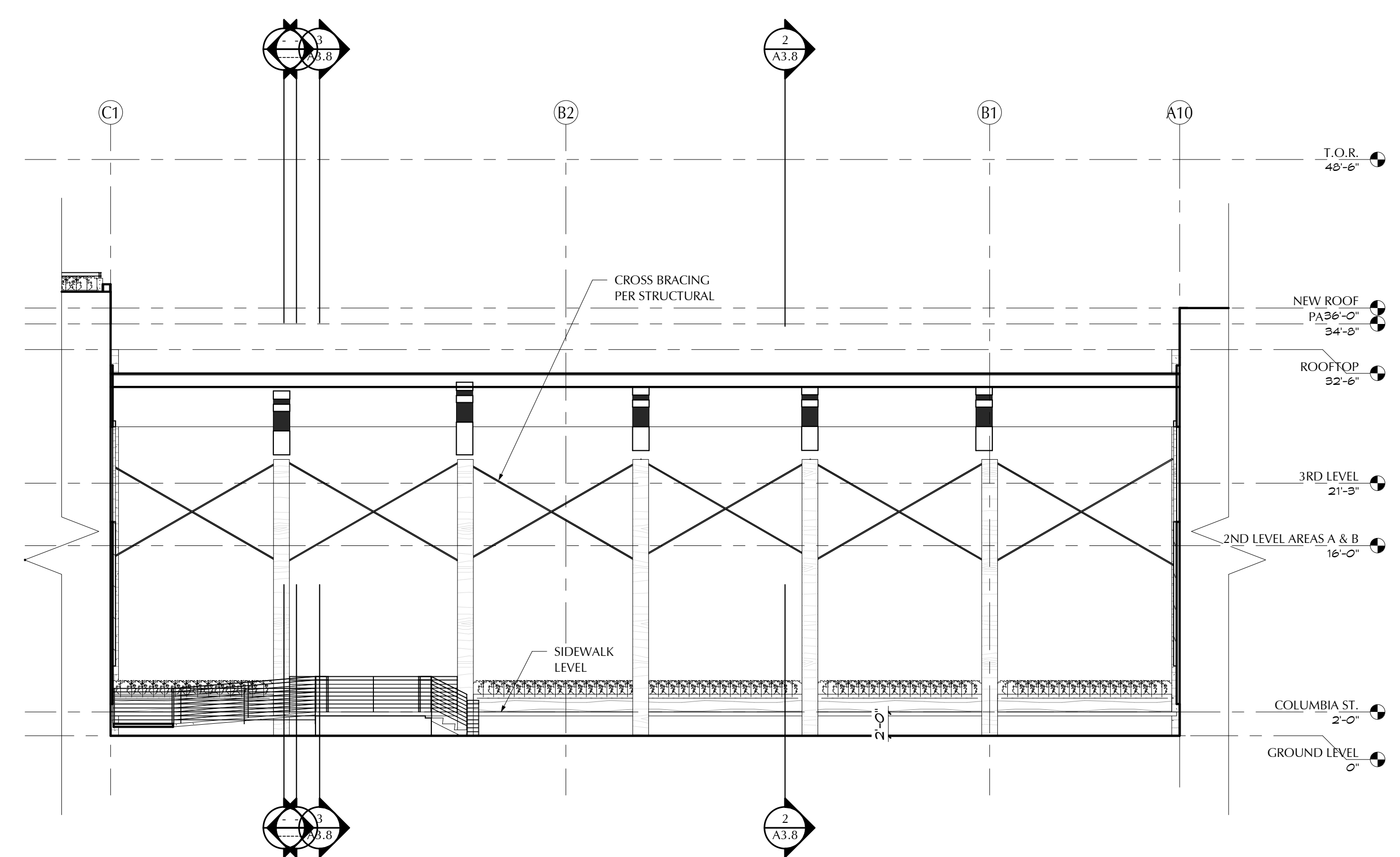
Revisions		
Date	No.	Description

JOB NO. 2018
DATE 2021.12.01
DRAWN BY: EF
CHECK BY: LS
DWG. ID: DETAILED EXTERIOR
TECHNICAL: ROCK
SOUTH & WEST

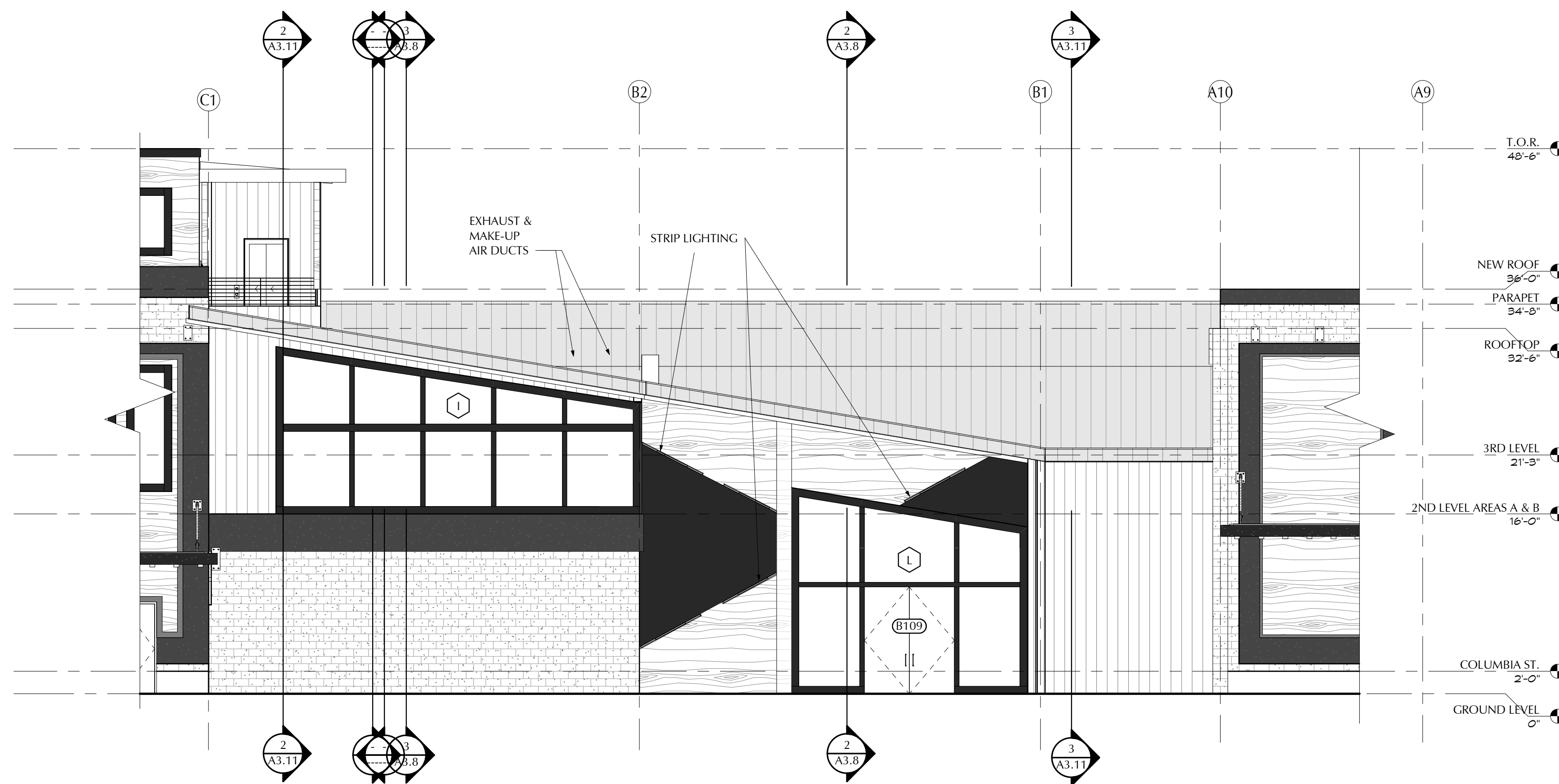
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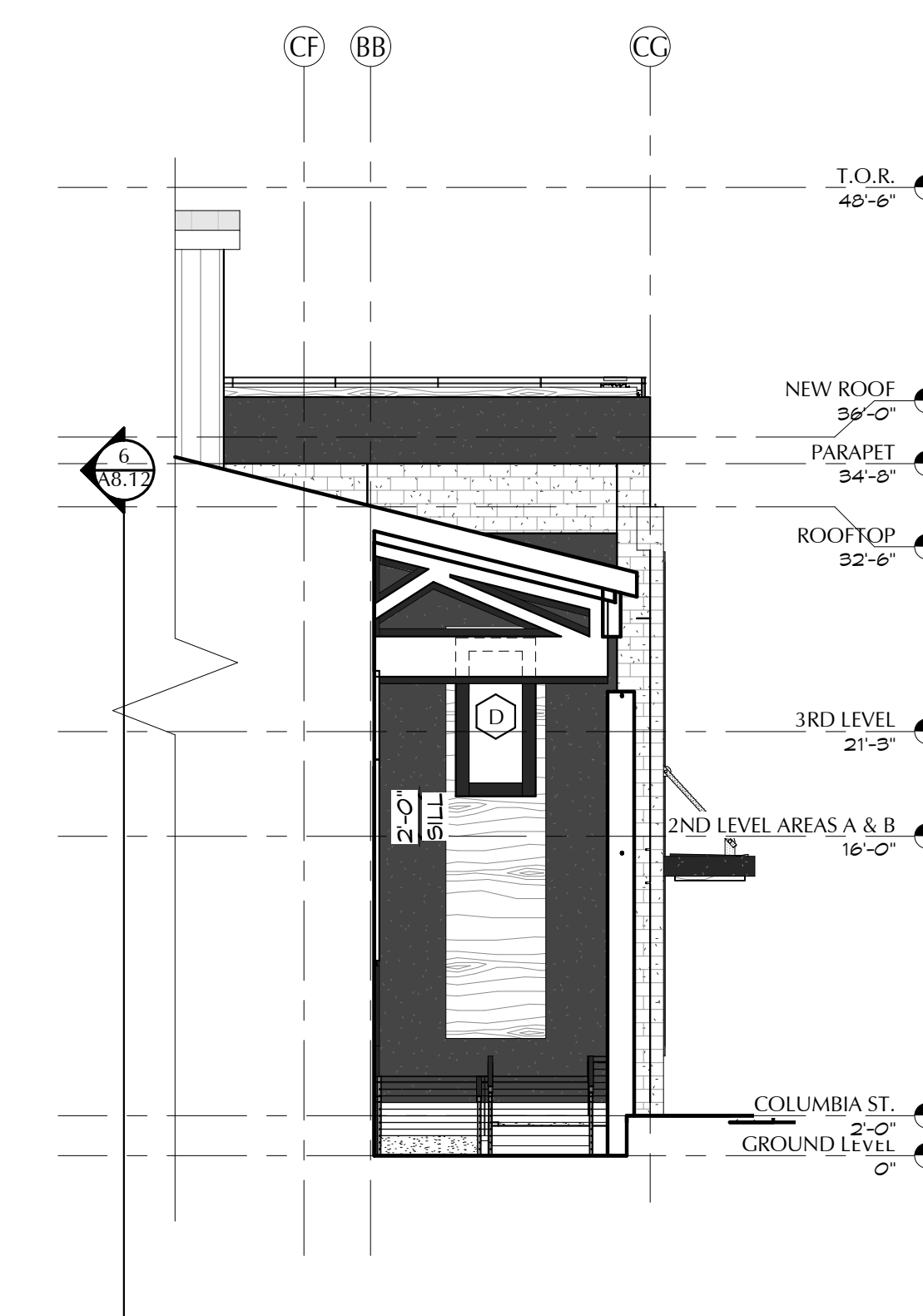
1 DETAIL ELEVATIONS - AREA "B" - WEST SIDE
SCALE: 1/8" = 1'-0"



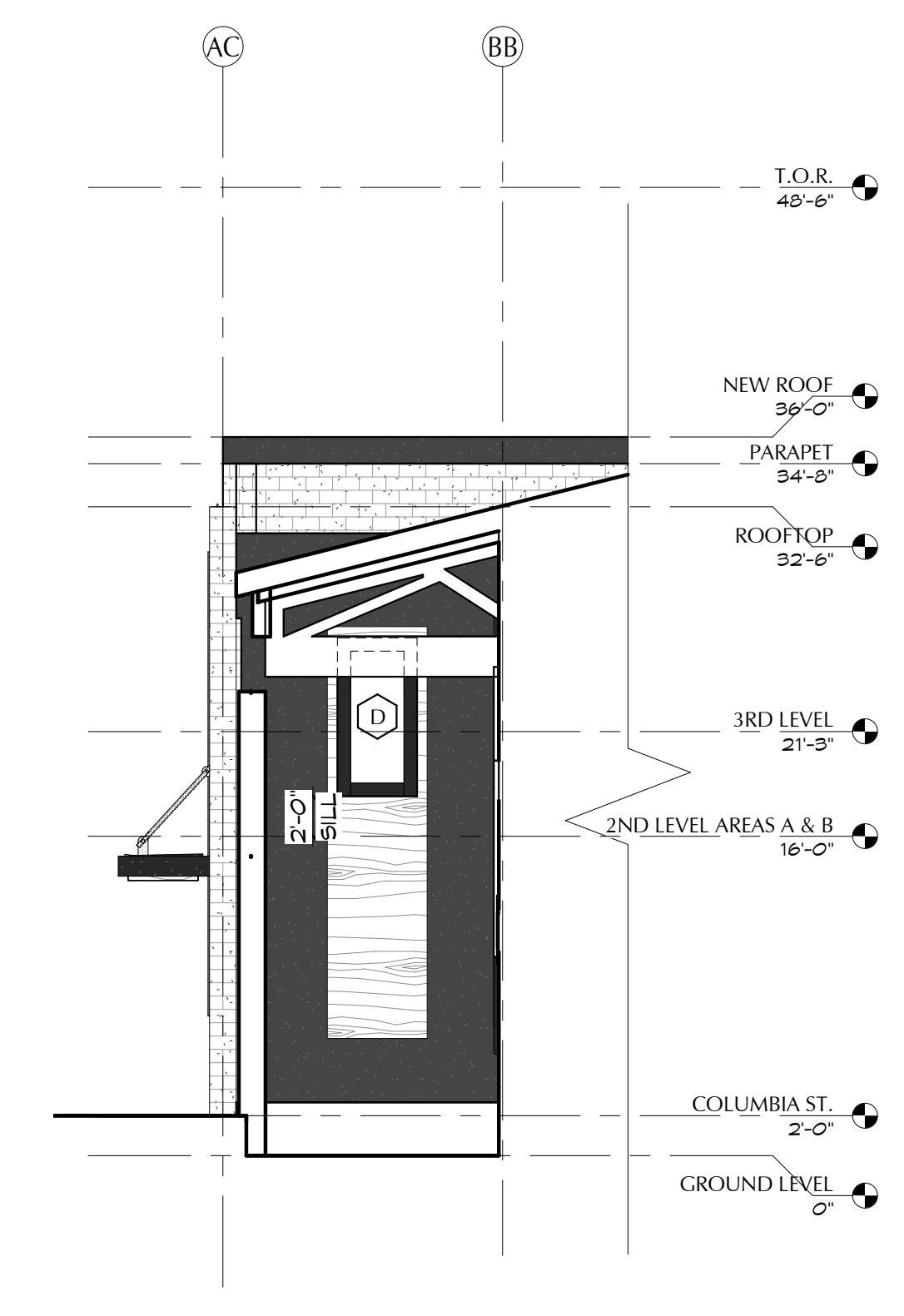
2 PATIO ELEVATION - WEST FACING
SCALE: 1/8" = 1'-0"



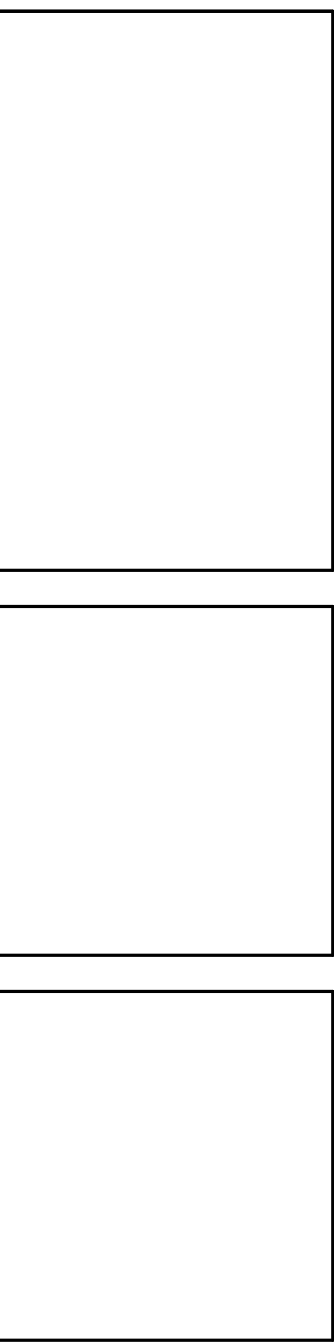
3 DETAILED ELEVATION - AREA "B" - EAST SIDE
SCALE: 1/8" = 1'-0"

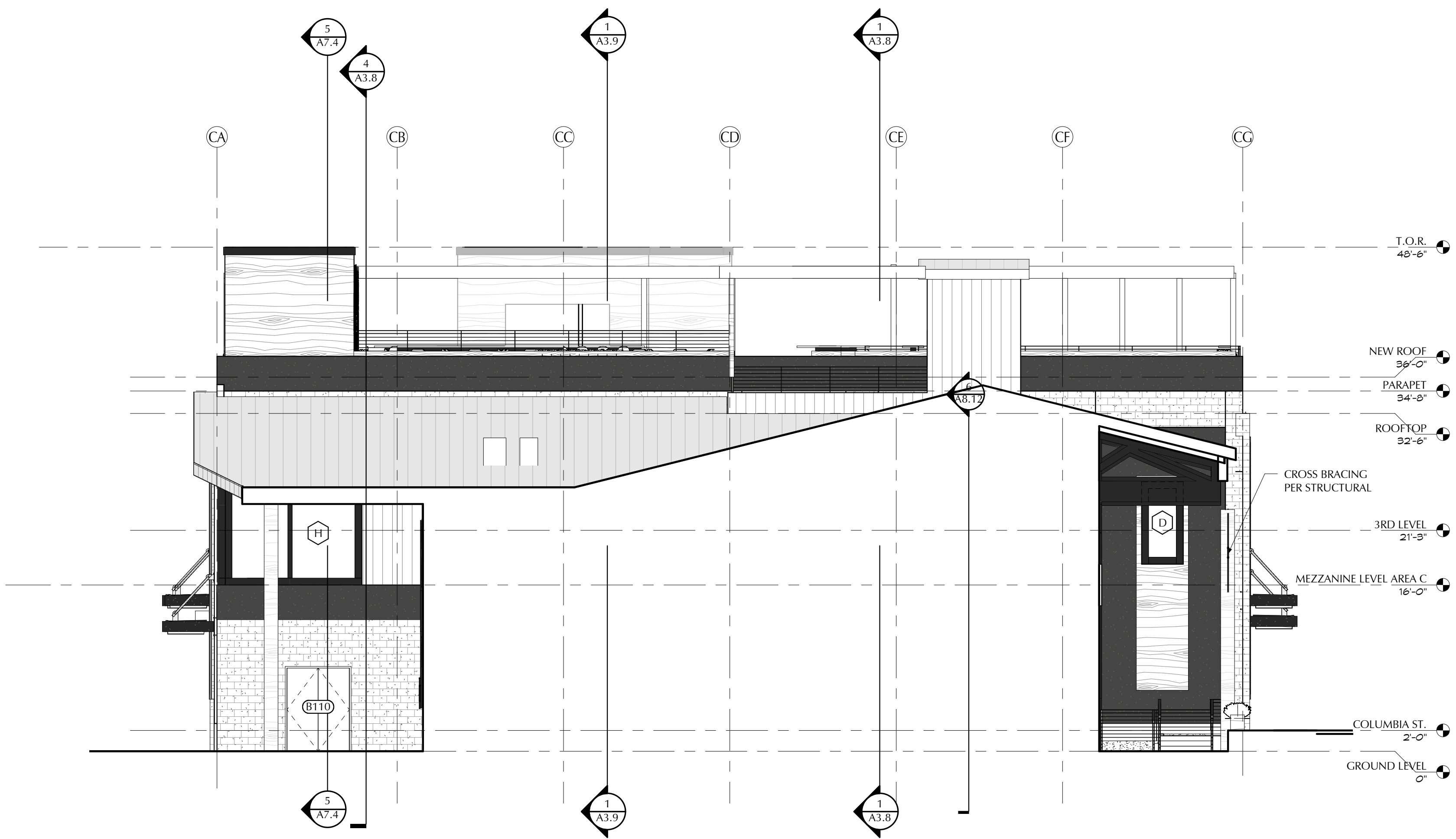
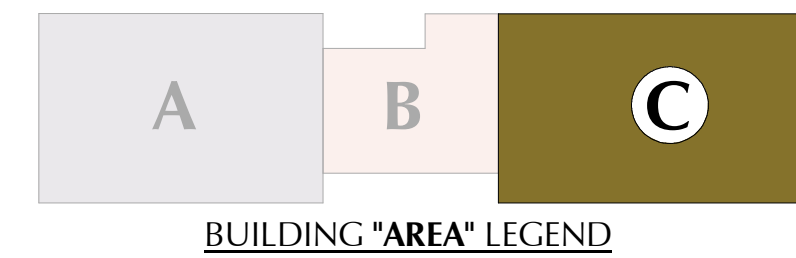


4 PATIO ELEVATION - SOUTH FACING
SCALE: 1/8" = 1'-0"



5 PATIO ELEVATION - NORTH FACING
SCALE: 1/8" = 1'-0"

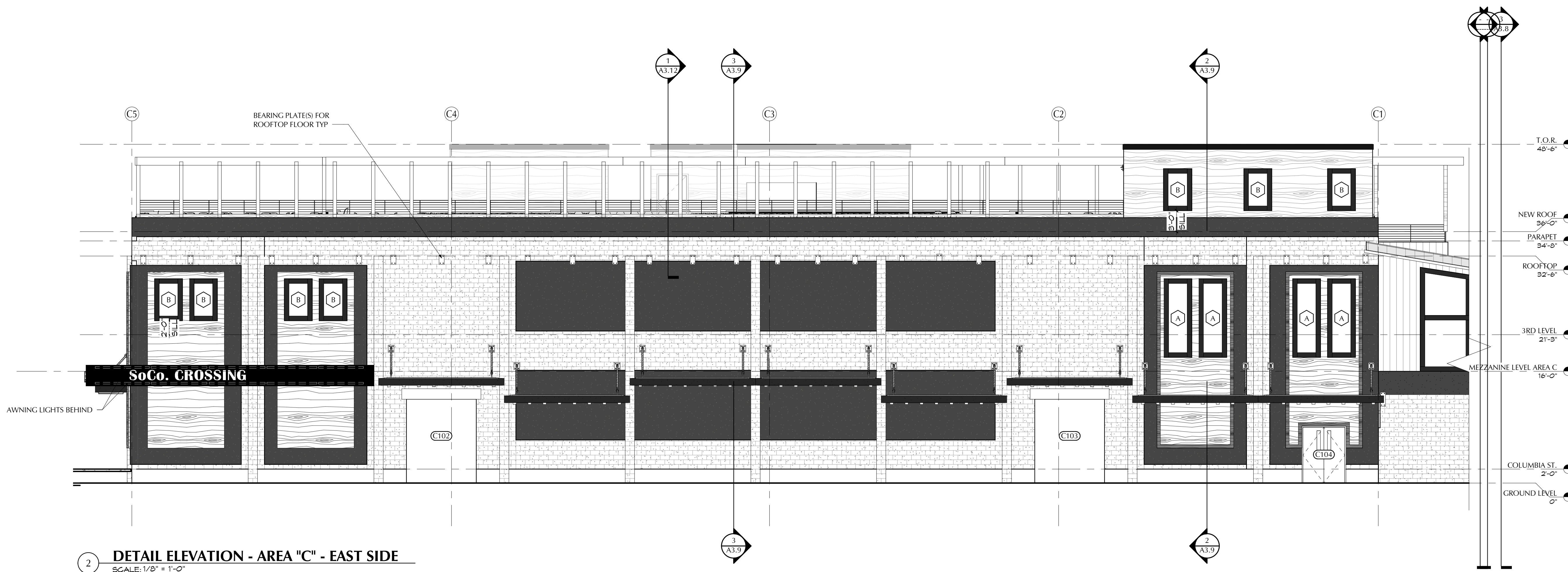




1 **DETAIL ELEVATION - AREA "C" - NORTH SIDE**
SCALE: 1/8" = 1'-0"

ELEVATION NOTES:

- SEE A3.10 FOR DETAILED PANEL CONFIGURATION DIMENSIONS AND STANDARDS
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2 **DETAIL ELEVATION - AREA "C" - EAST SIDE**
SCALE: 1/8" = 1'-0"

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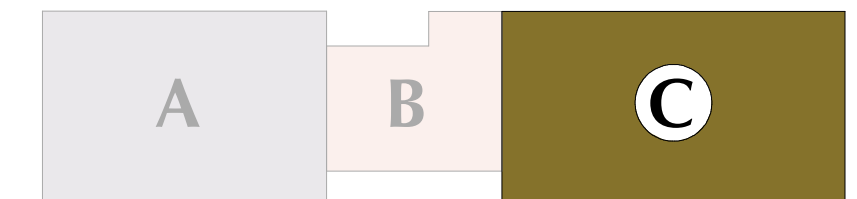
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Date	No.	Description

JOB NO: 2018
DATE: 2021 12 01
DRAWN BY: LF
CHECK BY: LS
DWG. ID: DETAILED EXTERIOR
"SEE DRAWING BOOK"
SOUTH & WEST

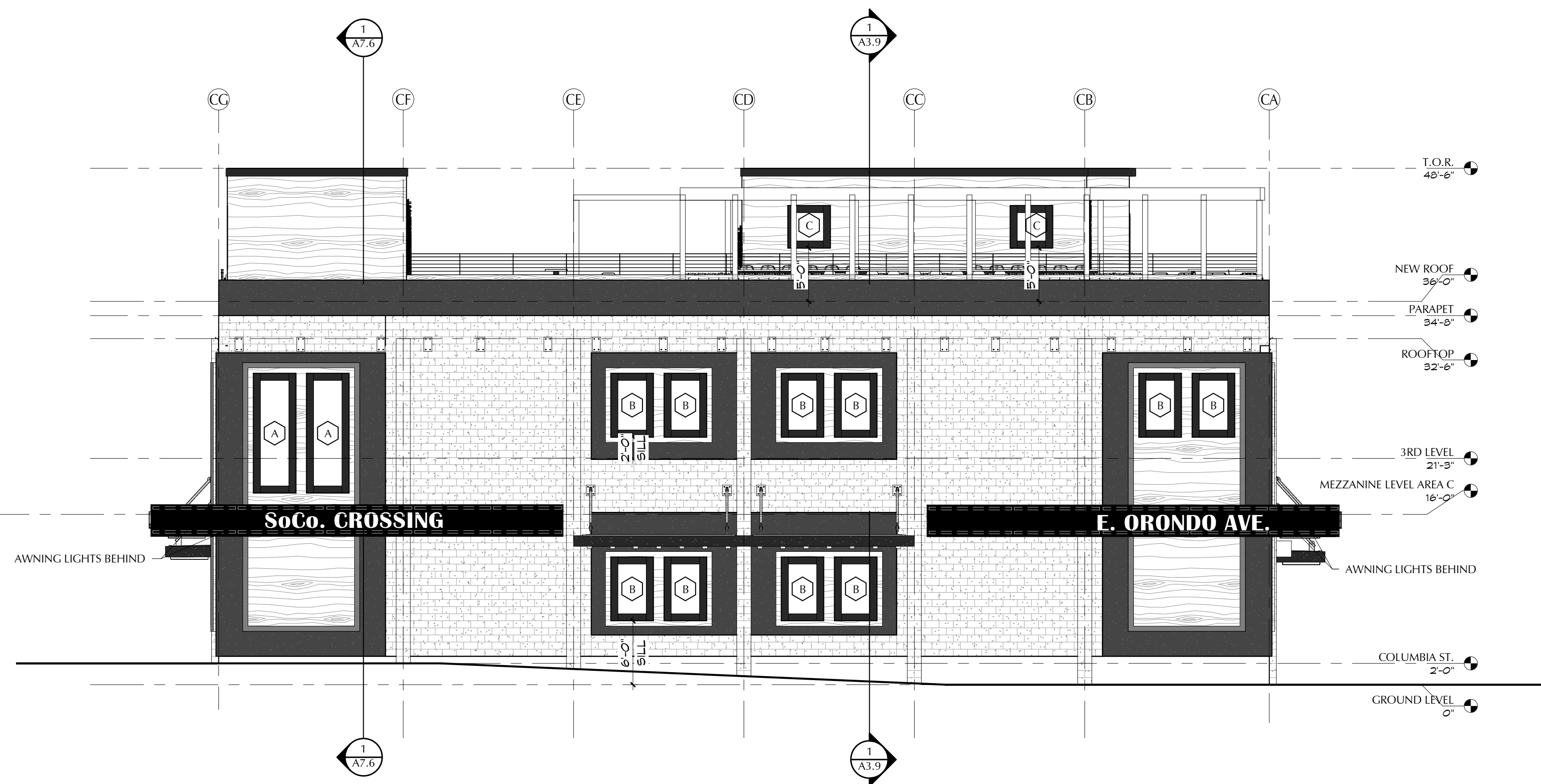
A3.5



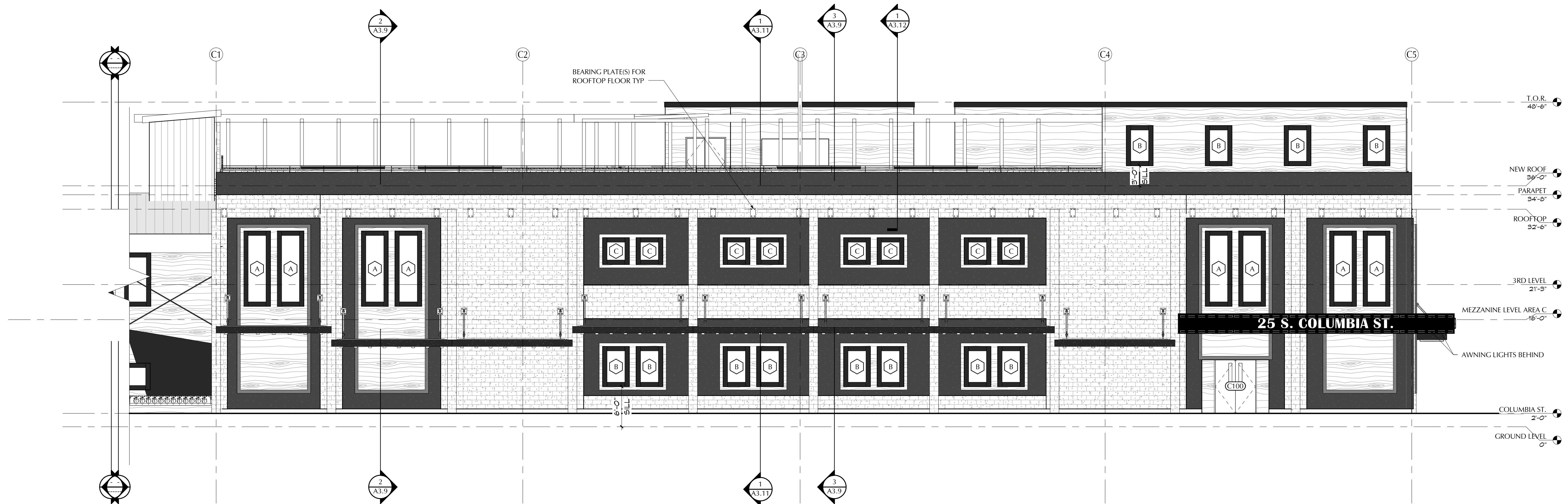
BUILDING "AREA" LEGEND

ELEVATION NOTES:

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1 DETAIL ELEVATION - AREA "C" - SOUTH SIDE
SCALE: 1/8" = 1'-0"



2 DETAIL ELEVATION - AREA "C" - WEST SIDE
SCALE: 1/8" = 1'-0"



Revisions		
Date	No.	Description

JOB NO.	2018
DATE	2021 12 01
DRAWN BY	EF
CHECK BY	LS
DWG. ID	DETAILED EXTERIOR TEMPORARY "BLOCK" NORTH & EAST

A3.6



One Campbell Parkway, Suite A | East Wenatchee, WA 98802 | Phone: 509.884-4700 | Fax: 509.662-5151 | www.cdrpa.org

December 9, 2021

To: All Floor Covering Contractors

Re: Small Works Project 2021-75 - Executive Flight Carpet Replacement

The purpose of this letter is to inform you that the CDRPA is rejecting all bids received for the Executive Flight Carpet Replacement Project for which the invitation to bid was issued on November 18, 2021, and due by Tuesday, December 07, 2021, at 11:00 AM.

The bids were rejected due to inaccurate product specifications. We are working on the necessary revision and will be issuing an invitation to bid for the revised project by the end of next week.

Thank you for submitting a bid. We understand the time and effort required to submit a proposal and appreciate yours very much. We highly encourage you to submit a bid on the revised project once it is issued.

Sincerely,

A handwritten signature in blue ink that reads 'Stacie de Mestre'.

Stacie de Mestre

Public Works and Capital Projects Manager

BOARD OF DIRECTORS

Donn Etherington, Commissioner, Chelan County Dist. 1 **Jim Huffman**, Commissioner, Douglas County Dist. 1 **JC Baldwin**, Commissioner, Chelan County Dist. 2
W. Alan Loeb sack, Commissioner, Douglas County Dist. 2 **Mark Spurgeon**, Commissioner, Douglas County Dist. 3 **Rory Turner**, Commissioner, Chelan County Dist. 3

Chelan Douglas Regional Port Authority - Lease Report

Leases & Renewals - Aviation Related

Reporting Period - November 2021

12/14/2021

New Leases					
Lease Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
11/2/2021	C&B Aviation LLC (Hahn)	Exec Flight Bldg	Hangar	M2M	\$350.00

Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month

None Reported for this Period

Tenants Moving Out					
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month	
Eddy Hahn	PMA	Tie-Down	11/14/2021	\$62.00	

Executive Director's Authority to Sign Leases

Lease terms of five years duration or less.

Lease payments of \$5,000 per month or less.

Chelan Douglas Regional Port Authority - Lease Report

Leases & Renewals - CDRPA

Reporting Period - November 2021

12/14/2021

New Leases					
Lease Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
7/1/2021	ABC Learning	Industrial Bldg #6		12/1/2021 - 11/30/2022	\$1,174.47
11/30/2021	Chelan County Fire District #1	Columbia St & Orondo Ave	H1, H2, H3	Hold Harmless Agreement for Training Exercises	N/C

Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
Auto-no response	Badger Mtn Brewing	Bldg - Orondo Ave	Canopy Area, Parking, Outside Seating	1/1/2022 - 6/30/2022	\$3,780.00
11/22/2021	Masterchain	3835 SE 2nd St	3,300	1/1/2022 - 12/31/2022	\$2,442.00

Tenants Moving Out					
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month	
None Reported for this Period					

Executive Director's Authority to Sign Leases

Lease terms of five years duration or less.

Lease payments of \$5,000 per month or less.

Chelan Douglas Regional Port Authority - Lease Report

Leases & Renewals - CTC

Reporting Period - November 2021

12/14/2021

New Leases					
Lease Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
11/3/2021	JBe Marketing	CTC, Suite 139	137 SQFT	M2M	\$265.83

Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month

None Reported for this Period

Tenants Moving Out					
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month	

None Reported for this Period

Executive Director's Authority to Sign Leases

Lease terms of five years duration or less.

Lease payments of \$5,000 per month or less.



Acct Name: CHELAN DOUGLAS REGIONAL PORT

SUMMARY - USD

Page 1

Acct Number: XXXXXXX013

For period 11/01/2021 - 11/30/2021

ACTIVITY - Settled/Cleared Cash Activity

Transaction Type	Amount
Purchases	0.00
Purchase Reversals	0.00
Sales	0.00
Sale Reversals	0.00
Withdrawals	0.00
Receipts	0.00
Deliveries	0.00
Principal Reversals	0.00
Interest	0.00
Interest Reversals	0.00
Interest Adjustments	0.00
Maturities	0.00
Calls	0.00
Puts	0.00
Paydowns	0.00
Paydown Adjustments	0.00
Payups	0.00
Payup Adjustments	0.00
Cash Dividends	0.00
Balance Changes	0.00
Stock Dividends	0.00
Closeouts	0.00
Closeout Dividends	0.00
Net Activity	0.00

Your Sales Representative is: SAFEKEEPING OPERATIONS
(800) 236-4221

Statement Contents

- *Summary
- *Activity - Projected Activity for Next Statement Period
- *Holdings
- *Cash Flow Projections

HOLDINGS - Custody

Category	Par/Shares	Original Face	Principal Cost	Market Value
Treasury Obligations	500,000.00000	500,000.00000	491,972.66	485,996.00
US Government Agency Securities	3,500,000.00000	3,500,000.00000	3,593,716.50	3,596,012.50
Total Custody Holdings	4,000,000.00000	4,000,000.00000	4,085,689.16	4,082,008.50



Acct Name: CHELAN DOUGLAS REGIONAL PORT

ACTIVITY - USD

Acct Number: XXXXXXX013

Projected Activity for Next Statement Period

Date Ticket	Activity	Description	Rate Maturity	Par/Shares Price/NAV	Security ID	Amount
12/09/2021 392209429	Interest	FEDERAL HOME LOAN BANK 12/09/22	1.875 12/09/2022		313381BR5	4,687.50
12/20/2021 392209428	Interest	FEDERAL HOME LOAN MTG CORP 06/19/23	2.750 06/19/2023		3137EAEN5	6,875.00
Net Projected Activity						11,562.50



Acct Name: CHELAN DOUGLAS REGIONAL PORT
 Acct Number: XXXXXX013

HOLDINGS AS OF 11/30/2021 - USD

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CUSTODY

Maturity	Security ID Ticket	Rate Acq Date	Description	Par/Shares Original Face	Principal Cost	Market Value NAV
Treasury Obligations						
08/31/2025	9128CAJ0 392218130	.250 08/21	U.S. Treasury Notes .250, 08/31/2025	500,000.00 500,000.00	491,972.66	485,996.00
Treasury Obligations Total				500,000.00000	491,972.66	485,996.00
US Government Agency Securities						
01/21/2022	3133ELHR8 392209431	1.600 02/20	FEDERAL FARM CREDIT BANK 01/21/22	500,000.00 500,000.00	501,833.00	501,115.50
10/13/2022	3133ELGN8 392209430	1.600 02/20	FEDERAL FARM CREDIT BANK 10/13/22	500,000.00 500,000.00	502,900.00	506,110.50
12/09/2022	313381BR5 392209429	1.875 02/20	FEDERAL HOME LOAN BANK 12/09/22	500,000.00 500,000.00	506,935.00	508,644.50
06/19/2023	3137EAEN5 392209428	2.750 02/20	FEDERAL HOME LOAN MTG CORP 06/19/23	500,000.00 500,000.00	522,897.50	518,422.00
02/05/2024	3135G0V34 392209427	2.500 02/20	FEDERAL NATL MORTGAGE ASSN 02/05/24	500,000.00 500,000.00	521,402.50	521,213.50
09/13/2024	3130A2UW4 392209426	2.875 02/20	FEDERAL HOME LOAN BANK 09/13/24	500,000.00 500,000.00	532,965.00	528,724.00
01/07/2025	3135G0X24 392209425	1.625 02/20	FEDERAL NATL MORTGAGE ASSN 01/07/25	500,000.00 500,000.00	504,783.50	511,782.50
US Government Agency Securities Total				3,500,000.00000	3,593,716.50	3,596,012.50
Total Custody Holdings				4,000,000.00000	4,085,689.16	4,082,008.50



Acct Name: CHELAN DOUGLAS REGIONAL PORT	CASH FLOW PROJECTIONS - USD	Page	4
Acct Number: XXXXXXXX013	For The Next 12 Months		

Last Pay Date Security ID Description	Ticket	Dec 21 Apr 22 Aug 22	Jan 22 May 22 Sep 22	Feb 22 Jun 22 Oct 22	Mar 22 Jul 22 Nov 22
01/21/2022 3133ELHR8 FEDERAL FARM CREDIT BANK	392209431	0.00 0.00 0.00	504,000.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00
10/13/2022 3133ELGN8 FEDERAL FARM CREDIT BANK	392209430	0.00 4,000.00 0.00	0.00 0.00 0.00	0.00 0.00 504,000.00	0.00 0.00 0.00
12/09/2022 313381BR5 FEDERAL HOME LOAN BANK	392209429	4,687.50 0.00 0.00	0.00 0.00 0.00	0.00 4,687.50 0.00	0.00 0.00 0.00
06/19/2023 3137EAEN5 FEDERAL HOME LOAN MTG CORP	392209428	6,875.00 0.00 0.00	0.00 0.00 0.00	0.00 6,875.00 0.00	0.00 0.00 0.00
02/05/2024 3135GOV34 FEDERAL NATL MORTGAGE ASSN	392209427	0.00 0.00 6,250.00	0.00 0.00 0.00	6,250.00 0.00 0.00	0.00 0.00 0.00
09/13/2024 3130A2UW4 FEDERAL HOME LOAN BANK	392209426	0.00 0.00 0.00	0.00 0.00 7,187.50	0.00 0.00 0.00	7,187.50 0.00 0.00
01/07/2025 3135G0X24 FEDERAL NATL MORTGAGE ASSN	392209425	0.00 0.00 0.00	4,062.50 0.00 0.00	0.00 0.00 0.00	0.00 4,062.50 0.00
08/31/2025 91282CAJ0 U.S. Treasury Notes	392218130	0.00 0.00 625.00	0.00 0.00 0.00	625.00 0.00 0.00	0.00 0.00 0.00
		11,562.50	508,062.50	6,875.00	7,187.50
		4,000.00	0.00	11,562.50	4,062.50
		6,875.00	7,187.50	504,000.00	0.00
Total Projected Cash Flow		1,071,375.00			

Projections are made only on holdings paid through U.S. Bank and are not guaranteed.

**Chelan Douglas Regional Port Authority
Calendar of Events**

Updated 12/10/2021

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
December 2021				
December 14	Tuesday	CDRPA Board Meeting; 9:00 AM	Board of Directors; staff	
December 15	Wednesday	CDRPA Holiday Party; 11:30 AM Highlander Golf Course	Board; Staff; Consultants	
December 15	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)	Date change to 12/15	
December 15	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM	Commissioner Baldwin	
December 21	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
December 23	Thursday	Christmas Holiday Observed Office Closed		
December 24	Friday	Christmas Holiday Observed Office Closed		
December 28	Tuesday	CDRPA Board Meeting; 9:00 AM	Board of Directors; staff	CANCELLED
December 31	Friday	New Years Day 2022 Observed/Office Closed		
2022				
January 2022				
January 9-13	Sun-Thursday	AAAE 36th Annual Aviation Issues Conference; Kauai, HI		
January 11	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
January 12	Wednesday	NCWEDD Meeting	Commissioner Huffman	
January 13	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
January 17	Monday	Martin Luther King Jr. Holiday Office Closed		
January 18	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
January 19	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
January 25	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
January 25	Tuesday	WPPA Port Day Olympia		
January 26	Wednesday	Partner Breakfast;Convention Center; 7:30am-9am	Center Confirmed	John Mitchell Speaker confirmed
January 26	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
January 27	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	John Mitchell Speaker confirmed
February 2022				
February 8	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
February 9	Wednesday	NCWEDD Meeting	Commissioner Huffman	
February 10	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	

**Chelan Douglas Regional Port Authority
Calendar of Events**

Updated 12/10/2021

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
February 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
February 16	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
February 21	Monday	President's Day Office Closed		
February 22	Tuesday	CDRPA Board Meeting; 9:00 am		
February 23	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
March 2022				
March 3	Thursday	Wen. Valley Chamber Annual Banquet	Convention Center	
March 3-4	Thursday-Friday	ACI-NA/AAAE Washington Legislative Conference; Washington DC		
March 8	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
March 9	Wednesday	NCWEDD Meeting	Commissioner Huffman	
March 10	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
March 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
March 16	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
March 22	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
March 23	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
April 2022				
April 12	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
April 13	Wednesday	NCWEDD Meeting	Commissioner Huffman	
April 13	Wednesday	Partner Breakfast; Convention Center; 7:30am-9am	Center Confirmed	
April 14	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	
April 14	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
April 19	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
April 20	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
April 27	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
April 29	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
May 2022				
May 4-6	Wed-Friday	WPPA Spring Meeting; Skamania Lodge		

**Chelan Douglas Regional Port Authority
Calendar of Events**

Updated 12/10/2021

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
May 9-11		WAMA 2022 Annual Conference; Sun Mt. Lodge, Winthrop		
May 10	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
May 11	Wednesday	NCWEDD Meeting	Commissioner Huffman	
May 12	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
May 17	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
May 18	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
May 24	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
May 25	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
May 30	Monday	Memorial Day Holiday Office Closed		
June 2022				
June 5-8	Sun-Tuesday	AAAE 94th Annual Conference; Seattle		
June 8-10	Wed-Friday	WPPA Finance Seminar; Campbells Reort		
June 8	Wednesday	NCWEDD Meeting	Commissioner Huffman	
June 9	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
June 14	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
June 15	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
June 21	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
June 22	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
June 28	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
July 2022				
July 4	Monday	4th of July Holiday Office Closed		
July 12	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
July 13	Wednesday	NCWEDD Meeting	Commissioner Huffman	
July 14	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
July 19	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
July 20	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
July 26	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
July 27	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		

**Chelan Douglas Regional Port Authority
Calendar of Events**

Updated 12/10/2021

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
July 13	Wednesday	Partner Breakfast;Convention Center; 7:30am-9am	Center Confirmed	
July 14	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	
August 2022				
August 9	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
August 10	Wednesday	NCWEDD Meeting	Commissioner Huffman	
August 11	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
August 16	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
August 17	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
August 23	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
August 24	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
September 2022				
September 5	Monday	Labor Day Office Closed		
September 8	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
September 13	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
September 14	Wednesday	NCWEDD Meeting	Commissioner Huffman	
Septembr 20	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
September 21	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
September 27	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
September 28	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
October 2022				
October 11	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
October 12	Wednesday	NCWEDD Meeting	Commissioner Huffman	
October 13	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
October 18	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
October 19	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
October 25	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	

**Chelan Douglas Regional Port Authority
Calendar of Events**

Updated 12/10/2021

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
October 26	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)	Cancel???	
October 26	Wednesday	Partner Breakfast;Convention Center; 7:30am-9am	Center Confirmed	
October 27	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	
November 2022				
November 8	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
November 9	Wednesday	NCWEDD Meeting	Commissioner Huffman	
November 10	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
November 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
November 16	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
November 22	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
November 23	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
November 24	Thursday	Thanksgiving/Office Closed		
November 25	Friday	Thanksgiving/Office Closed		
December 2022				
December 8	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
December 13	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
December 14	Wednesday	NCWEDD Meeting	Commissioner Huffman	
December 20	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
December 21	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
December 23	Friday	Christmas Eve Holiday Observed Office Closed	?	
December 26	Monday	Christmas Day Holiday Observed Office Closed	?	
December 27	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
December 28	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
2023				
January 2023				
January 2	Monday	New Years Day 2023 Observed Office Closed	?	